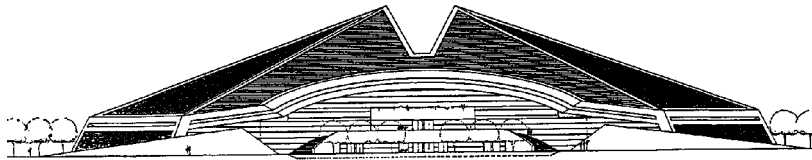


CITY OF FRESNO
ACCOUNTING REFERENCE MANUAL



**DEPARTMENT OF
ADMINISTRATIVE SERVICES**

FINANCE DIVISION

July 1, 1999

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Effective July 1, 1999, the City of Fresno will begin utilizing the new PeopleSoft Financial System to facilitate our accounting needs. While many of the City's processes and procedures will remain the same, some will be changing in an effort to make our processes more efficient and provide for more detail reporting of financial information.

With this thought in mind, the Finance Division has assembled this user manual to assist departments with the most commonly used accounting procedures. As with all new accounting systems, there may be slight modifications to the processes in the future, and the Finance Division will notify each department should such changes become necessary.

There are many other resources in addition to this user manual available for your use. PeopleTools has an on-line user manual to assist the departments with the PeopleSoft panels, navigation and processes. There is also a PeopleSoft web page on the City's Internet site that has up to date information for your use.

If you should discover technical difficulties during transition to PeopleSoft, please contact the HELP line (extension 4346) at the Information Systems Department. Calls will be screened and routed to the most appropriate staff person to assist you. If the problem or question concerns the policies or procedures of the Finance Division, please contact us at extension 1586.

The Finance Division is hopeful that given the above resources, your transition to PeopleSoft will be a smooth one.

Direct Voucher Process

Accounts Payable Policies and Procedures

The new PeopleSoft Accounting System became available to the field for data entry on Tuesday, July 6, 1999. The Finance Division commenced daily accounts payable check runs from the PeopleSoft system for direct voucher payments the following day on Wednesday, July 7, 1999.

The first accounts payable checks from the PeopleSoft Accounting System from purchase orders (purchase order vouchers) commenced on Tuesday, July 13, 1999. This allowed the Purchasing Division adequate time to complete their conversion of existing purchase orders from the FAMIS Accounting System to the new PeopleSoft Accounting System.

The Finance Division will be processing checks on a daily basis with the intention of eliminating the need for special checks. All payment vouchers will be reviewed by Finance prior to payment in order to determine the appropriate payment date. Finance will be considering the payment terms of the invoice, discount information, and other information as entered by the field offices. If your office has a special circumstance that requires explanation, please use the Acomment@panel in the direct voucher panel, and accounts payable will review this information.

If your office believes a payment is an emergency situation, please enter the direct voucher at your location and bring the direct voucher and supporting documentation to Finance by 2:00pm for processing. The accounts payable checks will normally be available by noon the following day.

The field offices will be able to inquire on-line as to the status of their vouchers (paid or unpaid - please see the Financial Reports section). Should you require additional assistance, please contact Accounts Payable at extension 1666.

July 9, 1999 (9:38AM)

Entering a Direct Voucher

Purpose:

To enter voucher information

Prerequisites:

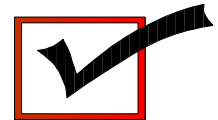
Must have invoice and related payment information -
Fund/Organization/Account/Project
Number (if applicable)



Necessary Steps: (See examples 1-4)

(1) After logging on to Peoplesoft,
Select - Go
Select - Administer Procurement
Select - Enter Voucher Information

(2) Select - Use
Select - Voucher
Select - Invoice Header Information
Select - Add
The Business Unit and Voucher are
defaulted by the system - Click OK



(3) Complete the Header Information Panel

(4) Go to the Line Information and Charges Panel
and complete the information

(5) Go to the Approvals and Matching Panel
Under Status select "Not Applicable"

(6) Save the Voucher - Voucher ID # assigned

(7) Go to the Accounting Information Panel and
check the voucher.
Screen Print the Accounting Information Panel
by clicking the printer icon next to Budget Check

(8) Attach the approved voucher (with authorized
signature) to the invoice.
Route to Accounts Payable

Expected Results:

Voucher ready to be approved for payment so
a check can be cut and mailed to the vendor



Direct Voucher

A direct voucher is used to make a payment directly from an invoice where no pre-encumbrance has been established. These transactions do not pass through the purchase order system. No matching is required on direct vouchers. Users enter vendor and invoice information prior to creating the voucher. Payment examples of this type of payment document include:

- **Legal expenses**
- **Consulting services**
- **Travel advances and reimbursements**
- **Registration fees for conferences and training**
- **Utility payments (water and electric)**
- **Membership fees**
- **Publications**
- **Escrow payments**
- **Refunds for deposits**
- **Payments for materials/goods that do not exceed \$300**
- **Taxes and government fees**
- **Mileage reimbursements (category 3 and 4)**
- **Risk management reimbursements**
- **Reimbursements to oral board members**
- **Employee reimbursements that exceed petty cash limit**
- **Petty cash reimbursements**

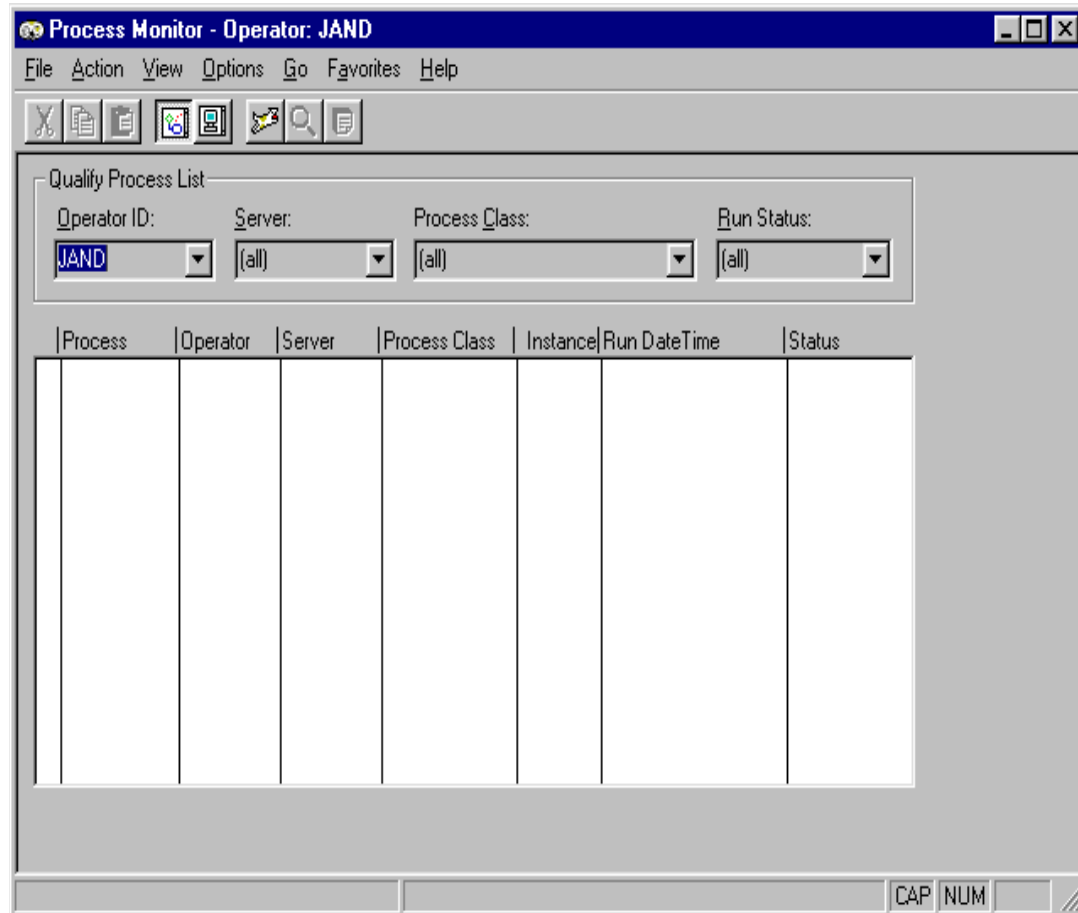
Life Cycle of a Direct Voucher

- **Enter voucher information into Peoplesoft**
- **Save voucher (edit checks)**
- **Budget check voucher (checks to see if appropriation is available - if yes, the appropriation will show the money as spent)**
- **Voucher posts (credits accounts payable and debits the expense)**
- **Voucher is paid (credits cash and debits accounts payable)**
- **General Ledger is posted**

Direct Voucher

EXAMPLE 1

Select "GO" to begin entering a direct voucher.

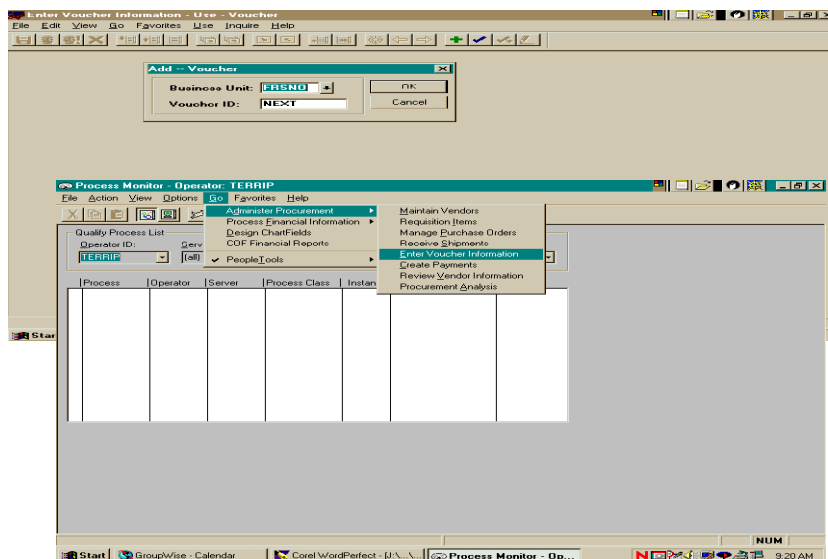
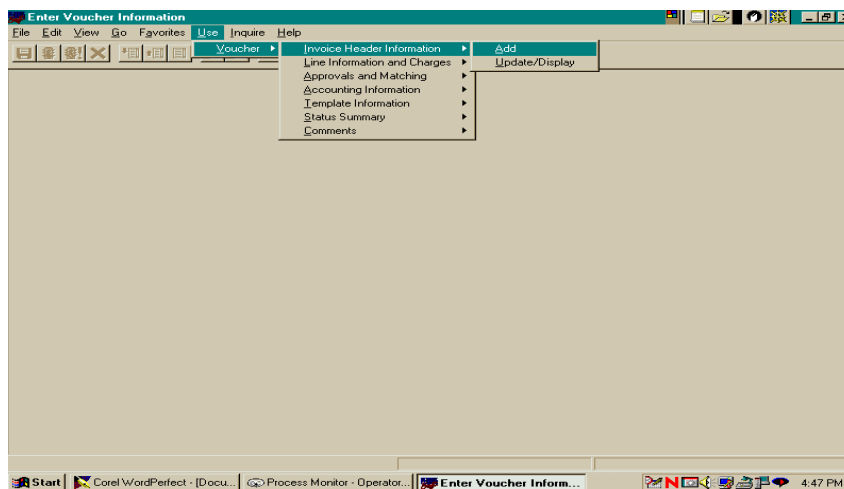


Select "Administer Procurement" and then select "Enter Voucher Information" (use your left mouse key).

Direct Voucher

EXAMPLE 2

Select "USE" then "Invoice Header Information" and then "Add" (click your left mouse button). A small panel will appear "Add-Voucher". The Business Unit will default to "FRSNO" and the Voucher ID will default to "NEXT". Click "OK" with your left mouse key.



Direct Voucher

EXAMPLE 3

INVOICE INFORMATION PANEL

This panel is one of the panels with required information to complete a Direct Voucher. The vendor name can be selected by entering the vendor ShortName or Vendor number. The system retrieves the full vendor name and primary address information so that you can confirm you have chosen the correct vendor. Insert the information if you know it, or you can use the drop down arrows to search. You may also use the flashlight for additional searches, if necessary. See Examples 3-1 for the ShortName search and 3-2 for the vendor number search.

Always check to see if a vendor number has already been established for the vendor you wish to pay. If the vendor is new and does not have a vendor number, always use vendor #0000000001. Accounts Payable will assign a new vendor number for all vouchers containing #0000000001. After the first payment, the vendor will be set up with its own number and you should use the new number for all future payments.

A-8

Direct Voucher

EXAMPLE 3-1

This is an example of using the drop down arrow for a ShortName search. When you click the drop down arrow for ShortName the window will appear. You can select your vendor by double clicking the mouse. The ShortName will appear and when you tab to the next field, the vendor number and name and address will appear on the screen.

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Header Information | Line Information and Charges | Schedule Payment | Record Payment | Approvals and Matchir

Unit: FRSNO Voucher: NEXT Lines: 1 Balance: 0.00

ShortName: [] [v] Loc: [] [v]

Vendor: [] [v] 1099

Terms: [] [v] [m] Gross: [] 0.00 Use: [] [v] [m] 0.00

Date: [] Sales: [] 0.00 [m]

Invoice: [] Freight: [] 0.00 [m] VAT: [] 0.00 [m] [f] [p] [r]

Contract ID: [] [v]

Go To
Match Mgr. Match Errors

Valid Values

| SetID | ShortName | Name | Vendor |
|-------|----------------|------------------------------|------------|
| FRSNO | ACTIONLEGL-001 | Action Legal Support Service | 0000000034 |
| FRSNO | AUTORAIN-001 | Automatic Rain Co. | 0000000012 |
| FRSNO | BERETTA-001 | Beretta U S A | 0000000011 |
| FRSNO | CARRERAMAX-001 | Carrera-MAXIMUS | 0000000026 |
| FRSNO | CITYOFFRES-001 | City of Fresno | 0000000022 |
| FRSNO | COMPUSA-001 | CompUSA Test | 0000000002 |
| FRSNO | COMPUTER M-001 | Computer Mania Test | 0000000001 |
| FRSNO | DECATUR-001 | Decatur Electronics | 0000000010 |
| FRSNO | DENMAN-001 | Denman, Janice | 0000000031 |
| FRSNO | DETWEILERE-001 | Detweiler Enterprises | 0000000028 |
| FRSNO | EMPLOYEEJO-001 | Employee, Joe | 0000000005 |
| FRSNO | FRESNO AG-001 | Fresno Ag Hardware | 0000000006 |

Direct Vouchers

EXAMPLE 3-2

This is an example of using the drop down arrow for the Vendor (number). Vendor numbers are ten digits long. You must use leading zeroes. Fill in the vendor box with zeroes and backspace to add your numbers.

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Header Information | Line Information and Charges | Schedule Payment | Record Payment | Approvals and Matchir

Unit: FRSNO Voucher: NEXT Lines: 1 Balance: 0.00

ShortName: [] [v] Loc: [] [v]

Vendor: 0000000001 [v] [pencil] 1099

Terms: [] [v] [magnifying glass] Gross: [] 0.00 Use: [] [v] [magnifying glass] 0.00

Date: [] Sales: [] 0.00 [magnifying glass]

Invoice: [] Freight: [] 0.00 [magnifying glass] VAT: [] 0.00 [magnifying glass] [] [] []

Contract ID: [] [v]

Go To
Match Mgr. Match Errors

Invoice Header Information Add

Direct Voucher

INVOICE INFORMATION PANEL CONTINUED:

Continue to fill in the rest of the panel. The invoice date, invoice number and gross amount are required fields. Terms will default to 30 days, unless overridden. The date is the date of the invoice and not the date of your input. Invoice is the invoice document number.

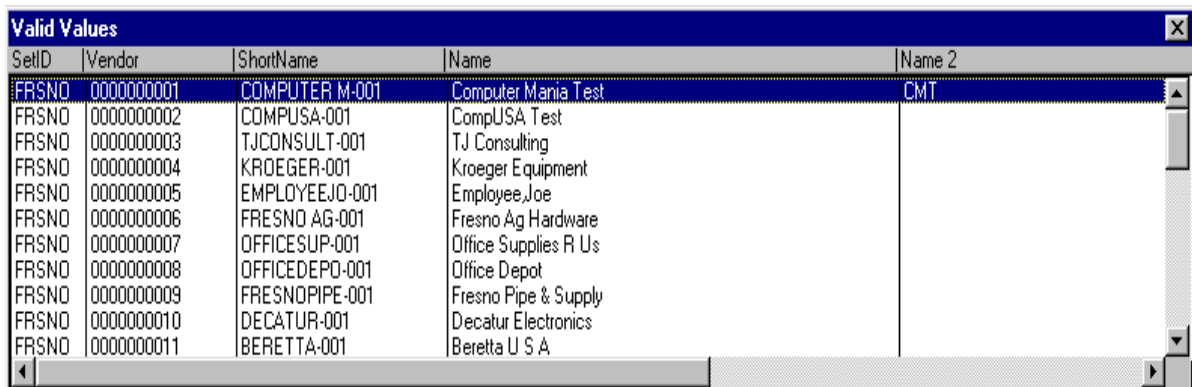
Date: Enter 4/23/99 as 042399. In the case of invoices, use the ending date of the service as the invoice date. A PG&E invoice for services 08/12/99 - 09/11/99 would be entered as 091199.

Invoice: Enter the invoice exactly as the vendor shows it, except do not include spaces. Include all leading zeroes and letters, dashes, etc. as shown on the invoice. The invoice field is case sensitive, so if you enter an invoice once as "A245" and once as "a245", it will think these are two different invoices.

Some vendors do not have an invoice number, only an account number. An example would a PG&E invoice. Account LTK 38 26102-4 would be entered into the invoice field as LTK3826102-4.

Gross: The total of the invoice including freight and sales tax. Do not include sales tax if the vendor is from out of state.

Sales Tax: Enter the sales tax into the sales tax field exactly as the vendor has listed it. Do not make any changes or corrections. Accounts Payable will review sales tax and make any adjustments.



| SetID | Vendor | ShortName | Name | Name 2 |
|-------|------------|----------------|----------------------|--------|
| FRSNO | 0000000001 | COMPUTER M-001 | Computer Mania Test | CMT |
| FRSNO | 0000000002 | COMPUSA-001 | CompUSA Test | |
| FRSNO | 0000000003 | TJCONSULT-001 | TJ Consulting | |
| FRSNO | 0000000004 | KROEGER-001 | Kroeger Equipment | |
| FRSNO | 0000000005 | EMPLOYEEJO-001 | Employee Joe | |
| FRSNO | 0000000006 | FRESNO AG-001 | Fresno Ag Hardware | |
| FRSNO | 0000000007 | OFFICESUP-001 | Office Supplies R Us | |
| FRSNO | 0000000008 | OFFICEDEPO-001 | Office Depot | |
| FRSNO | 0000000009 | FRESNOPIPE-001 | Fresno Pipe & Supply | |
| FRSNO | 0000000010 | DECATUR-001 | Decatur Electronics | |
| FRSNO | 0000000011 | BERETTA-001 | Beretta U S A | |

Freight: If freight is applicable, enter it as listed on the invoice.

If you have a question about how to enter an invoice, call Accounts Payable

After you have entered the vendor shortname or number and you tab to the next field, the error message below will appear. Select "OK" and you will change the matching status in a later panel.

The screenshot shows a software window titled "Enter Voucher Information - Use - Voucher". It has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu is a toolbar with various icons. The window is divided into tabs: "Invoice Header Information", "Line Information and Charges", "Schedule Payment", "Record Payment", and "Approvals and Matchir". The "Invoice Header Information" tab is active. It contains the following fields and controls:

- Unit: FRSNO Voucher: NEXT Lines: 1 Balance: 0.00
- ShortName: COMPUTER M-001 (with a dropdown arrow) Loc: 1 (with a dropdown arrow) Computer Mania Test
2556 Fresno Street
Fresno, CA 93721
- Vendor: 0000000001 (with a dropdown arrow and a magnifying glass icon) 1099
- Terms: N30 (with a dropdown arrow and a magnifying glass icon) Gross: 107.88 USD Use: (with a dropdown arrow and a magnifying glass icon) 0.00
- Date: 06/25/1999 Sales: 7.88 (with a magnifying glass icon)
- Invoice: AP-8.01 Freight: 0.00 (with a magnifying glass icon) VAT: 0.00 (with a magnifying glass icon)
- Contract ID: (with a dropdown arrow)
- Go To: Match Mgr. Match Errors

At the bottom of the window, there is a status bar with "Invoice Header Information" and "Add".

Direct Voucher

EXAMPLE 3-3

This is the "Invoice Header Information" panel completed.

RECAP OF FIELDS IN THE INVOICE HEADER PANEL

ShortName: vendor # will automatically enter when ShortName is selected (use the drop-down box or in the ShortName field enter a letter of the name and select shift+F-4 or double click).

Vendor: the vendor ID will be automatically entered into this field after tabbing out of the ShortName field. You can also enter the vendor numerical number directly in this field if it is known. If you want to search by vendor number, use the drop down window.

Loc: the location field will default from the vendor level (the vendor address will appear to the right of the location).

1099 Processing: Accounts Payable will be responsible for this field.
Direct Voucher

Recap of the fields in the Invoice Header Information continued:

Terms: defaults, however, you can choose another item by using the drop down box

Date: must enter 6 digits, for ex 7/02/00 is entered as 070200

Invoice: enter invoice exactly as printed on the vendor's invoice

Gross: the grand total of the invoice, including sales tax and freight

Sales: enter sales tax amount exactly as shown on invoice - do not make any adjustments - A/P will audit and make any corrections

Freight: enter the freight/shipping charges, if applicable

Use Tax: for Accounts Payable only

VAT: not in use by the City of Fresno

Contract ID: not in use by the City of Fresno

Direct Voucher

EXAMPLE 4

Move to the "Line Information and Charges Panel" by clicking the tab with your mouse. This panel is used to enter information about what you are purchasing and how you will be paying for it. This panel is divided into two portions. The top half, known as the Voucher Line, is used to enter information for each item purchased. This includes unit price, quantity and description. The bottom half, known as the Distribution Line, is used to enter information about who will be paying for the items/services in the top portion. This information includes the fund, organization, account number and the project number (if applicable) to be charged. Each voucher will have at least one voucher line and one distribution line, however, there can be different combinations, depending on how many items you are purchasing and how many different fund/org/accts /projects you will be charging.

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Header Information **Line Information and Charges** Schedule Payment Record Payment Approvals and Matchir

Unit: FRSNO Voucher ID: 00000608 Group: Balance: 0.00

Distribute by: Amt

| Amount | Item ID | Description | Quantity | UOM | Unit Price |
|----------|---------|-------------|----------|-----|------------|
| 1 500.00 | | | | | |

| Amount | Quantity | Account | Fund | Org | Program Code |
|----------|----------|---------|-------|--------|--------------|
| 1 500.00 | | 57507 | 10101 | 110101 | |

Sub-Cls BY Project

SpeedChart ☐ GL Unit Rate OpenItem

Asset Stat Proj FRSNO 1.0000000

Line Information and Charges Update/Display

This is an example of a voucher with one voucher line and one distribution line.

Direct Voucher

LINE INFORMATION AND CHARGES PANEL CONTINUED:

Fill in the required portions of this panel. The amount in line one of the voucher line will default from the Invoice Information Panel. Enter information about each line item from the invoice, such as unit price, quantity and description. If your purchase is for more than one item, you can add an additional voucher line by placing the cursor in a field on the voucher line and clicking the "Insert Row" icon. If you want to delete a line, place the cursor in a field on the line and click the "Delete Row" icon. The same is true for the distribution line, where you can charge one fund/org/account or multiple accounts for the items purchased. In the distribution lines, you will identify the account, fund and organization. In addition, if this payment is for a project you must provide the project number in the "Project" field and use the "Proj" button to enter detailed information.

Unit: FRSNO Voucher ID: 00000608 Group: Balance: 0.00

Distribute by: Amt

| Amount | Item ID | Description | Quantity | UOM | Unit Price |
|----------|---------|-------------|----------|-----|------------|
| 1 500.00 | | | | | |

Sub-Cls BY Project

1999 AA00001

SpeedChart Asset Stat Proj GL Unit Rate OpenItem

FRSNO 1.0000000

RECAP OF FIELDS IN THE LINE INFORMATION AND CHARGES PANEL

Voucher Line (Top Half):

Distribute by: The City of Fresno will use Amount

Amount: Enter the amount (dollars) that will be distributed to the Distribution Lines.

This must equal the amount entered in the Distribution Line(s) amount field (lower half)

Direct Voucher

Recap of the fields in the Line Information and Charges Panel:

Item ID: Not currently in use by City of Fresno

Description: Enter line item description (Optional)

Quantity: Enter number of units purchased (Optional). Must equal the amount entered in the Distribution Line(s) amount field (lower half)

UOM: Enter the "Unit of Measure" (Optional)

Unit Price: Enter the price per unit (Optional)

Distribution Line (Bottom Half):

Amount: Enter amount to charge the ChartFields that follow

Quantity: Enter the number of units associated with ChartFields to follow (Optional)

Account/Fund/Org: Enter General Ledger Account code, Fund code and Organization code to charge the amount to

Program: Not in use by the City of Fresno

Sub-Cls: Not in use by the City of Fresno

BY: Enter the Appropriation Budget Year to charge the amount (current Fiscal Year)

Project: Enter the Project ID to charge the amount. Use the AProj@button to enter detailed project information.

SpeedChart: Not in use by the City of Fresno

GL UNIT: Defaults to FRSNO

Open Item: Enter in Open Item Reference if Account code selected is an Open Item Account. Currently, only employee travel advances are identified as OpenItem Accounts.

Direct Voucher

LINE INFORMATION AND CHARGES PANEL

Multiple Voucher Lines and One Distribution Line

This is the invoice header panel for a multiple voucher line document.

The screenshot shows a software window titled "Enter Voucher Information - Use - Voucher". It has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu is a toolbar with various icons. The main area has a tabbed interface with "Invoice Header Information", "Line Information and Charges", "Schedule Payment", "Record Payment", and "Approvals and Matchir". The "Invoice Header Information" tab is active. It displays the following fields:

- Unit: FRSNO Voucher: NEXT Lines: 1 Balance: 0.00
- ShortName: OFFICEDEPO-001 Loc: 1 Office Depot
2736 E Divisadero
Fresno, CA 93721
- Vendor: 0000000008 1099
- Terms: N30 Gross: 107.88 USD Use: 0.00
- Date: 06/01/1999 Sales: 7.88
- Invoice: 19463 Freight: 0.00 VAT: 0.00
- Contract ID: (empty field)
- Go To: Match Mgr. Match Errors

At the bottom, there is a status bar with "Invoice Header Information" and "Add".

Notice the next panel where the amount defaulted to the Line Information and Charges Panel is not the same as the gross amount on the Invoice Header Information Panel. The gross amount on the Invoice Header Information Panel is \$107.88. This is the invoice amount plus the sales tax. The amount that defaults to the Line Information and Charges Panel is \$100.00 (it does not include the sales tax). The sales tax will not appear on the Line Information and Charges Panel because it will automatically be prorated to the items in your distribution line. If you click the magnifying glass on the Invoice Information Panel, you will see that the "Prorate Use Tax" to lines is checked and therefore the sales tax amount will automatically be prorated to the accounts you charge in your Distribution lines.

Direct Voucher

Notice the "Prorate Use Tax to Line" box is checked.

The screenshot shows the 'Enter Voucher Information - Use - Voucher' window. The 'Line Information and Charges' tab is active. The 'Unit' is FRSNO, 'Voucher' is NEXT, 'Invoice' is 19463, 'Date' is 06/01/1999, 'Vendor' is Office Depot, and 'ID' is 0000000008. The 'Use Tax Code' is empty, 'Amount' is 0.00, and the 'Prorate Use Tax to Lines' checkbox is checked. The table below shows one line with 'Line' 1, 'Amount' 100.00, 'Description' empty, and 'Use Tax Applicable' checked.

| Line | Amount | Description | Use Tax Applicable |
|------|--------|-------------|-------------------------------------|
| 1 | 100.00 | | <input checked="" type="checkbox"/> |

The panel below illustrates a panel when a second row is inserted. This is an example of two voucher lines and one distribution line. Remember, when you insert a row in either the top or bottom portion, you must be in a field in the portion you want to insert the row. Click the insert row icon or press "F7" for inserts and for deletes, click the delete row icon in a field of the row you want to delete, or choose "F8".

Direct Voucher

The screenshot shows the 'Enter Voucher Information - Use - Voucher' window. The 'Line Information and Charges' tab is active. The 'Unit' is FRSNO, 'Voucher ID' is NEXT, and 'Balance' is 0.00. The 'Distribute by' dropdown is set to 'Amt'. The table below shows two rows: Row 2 with 'Amount' 0.00, 'Item ID' empty, 'Description' empty, 'Quantity' empty, 'UOM' empty, and 'Unit Price' empty; and Row 1 with 'Amount' 0.00, 'Quantity' empty, 'Account' empty, 'Fund' empty, 'Org' empty, and 'Program Code' empty. Below the table, there are fields for 'Sub-Cls', 'BY', 'Project', 'SpeedChart', 'GL Unit' (set to FRSNO), 'Rate', and 'OpenItem'.

| Amount | Item ID | Description | Quantity | UOM | Unit Price |
|--------|---------|-------------|----------|-----|------------|
| 2 | 0.00 | | | | |

| Amount | Quantity | Account | Fund | Org | Program Code |
|--------|----------|---------|------|-----|--------------|
| 1 | 0.00 | | | | |

The panel below continues with two voucher lines and one distribution line for each. Enter the voucher line information (amount, description, quantity, UOM and unit price). Enter the account/fund/organization/project the item/service is being charged to. To move to the second line of the voucher, use the outside scroll bar on the right. The inside scroll bar will move you to additional lines in the distribution portion. If the scroll bar is all the way at the top, there will be additional lines. If it is at the bottom, there are no additional lines.

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Header Information | Line Information and Charges | Schedule Payment | Record Payment | Approvals and Matchir

Unit: FRSNO Voucher ID: 00000610 Group: Balance: 0.00

Distribute by: Amt

| | Amount | Item ID | Description | Quantity | UOM | Unit Price |
|---|--------|---------|-------------|----------|-----|------------|
| 1 | 50.00 | | Chair | 1.0000 | EA | 50.00000 |

Amount: 50.00 Quantity: 1.0000 Account: 56102 Fund: 10101 Org: 100102 Program Code:

Sub-Clis: BY: Project:

SpeedChart: ☐ GL Unit: FRSNO Rate: 1.0000000 OpenItem:

Line Information and Charges | Update/Display

Direct Voucher

The next panel is ready to input the second voucher line.

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Header Information | **Line Information and Charges** | Schedule Payment | Record Payment | Approvals and Matchir

Unit: FRSNO Voucher ID: 00000610 Group: Balance: 0.00

Distribute by: Amt

| | Amount | Item ID | Description | Quantity | UOM | Unit Price |
|---|--------|---------|-------------|----------|-----|------------|
| 2 | 50.00 | | Table | 1.0000 | EA | 50.00000 |

Line 1 Details:

Amount: 25.00 Quantity: 1.0000 Account: 56112 Fund: 10101 Org: 100102 Program Code:

Sub-Cls: BY: Project:

SpeedChart: Asset Stat Proj GL Unit: FRSNO Rate: 1.0000000 OpenItem:

Line 2 Details:

Amount: 25.00 Quantity: 1.0000 Account: 56102 Fund: 10101 Org: 100101 Program Code:

Sub-Cls: BY: Project:

Asset Stat Proj GL Unit: FRSNO Rate: 1.0000000 OpenItem:

Line Information and Charges | Update/Display

The second voucher line can be charged to the same fund/organization/account/project or it can be charged to another. Enter the distribution information for the second voucher line.

The panel below illustrates two voucher lines and two distribution lines for the second voucher line.

A-22

Direct Voucher

Go to the Approvals and Matching Panel. The “Matching” section defaults to “To Be Matched”. Direct vouchers do not require matching.

The screenshot shows the 'Enter Voucher Information - Use - Voucher' window with the 'Approvals and Matching' tab selected. The window contains the following information:

| | | | | | |
|----------|-------|----------|------------|---------|--------------------------|
| Unit: | FRSNO | Invoice: | 5000108 | Vendor: | Granite Construction Co. |
| Voucher: | NEXT | Date: | 06/25/1999 | ID: | 0000000013 |

Payment Approval Status

Status: Approved

Approval Routing

☒ Pre-Approved
☐ Specify at this Level

Business Process: [Dropdown]
Rule Set: [Dropdown]

Matching

Status: To Be Matched [Dropdown]

Buttons: Approvals and Matching, Add

The screenshot shows the 'Enter Voucher Information - Use - Voucher' window with the 'Approvals and Matching' tab selected. The window contains the following information:

| | | | | | |
|----------|-------|----------|------------|---------|--------------------------|
| Unit: | FRSNO | Invoice: | 5000108 | Vendor: | Granite Construction Co. |
| Voucher: | NEXT | Date: | 06/25/1999 | ID: | 0000000013 |

Payment Approval Status

Status: Approved

Approval Routing

☒ Pre-Approved
☐ Specify at this Level

Business Process: [Dropdown]
Rule Set: [Dropdown]

Matching

Status: Not Applicable [Dropdown]

Buttons: Approvals and Matching, Add

Select “Not Applicable”.

Direct Voucher

Once you have completed and verified your entries, **SAVE** the voucher. **NEVER BUDGET CHECK** before you save your document. Save your voucher by clicking the mouse on the diskette icon on the toolbar. A voucher identification number will appear if all the required fields have been entered with valid information. An error message telling you what is wrong will occur if there is an error or invalid information.

Notice the Voucher has changed from “NEXT” to a number.

The screenshot shows a software window titled "Enter Voucher Information - Use - Voucher". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu bar is a toolbar with various icons, including a diskette icon for saving. The window is divided into several sections:

- Line Information and Charges**: This section contains a table with the following data:

| | | | | | |
|----------|----------|----------|------------|---------|--------------------------|
| Unit: | FRSNO | Invoice: | 5000108 | Vendor: | Granite Construction Co. |
| Voucher: | 00000608 | Date: | 06/25/1999 | ID: | 0000000013 |
- Payment Approval Status**: This section shows the status as "Approved".
- Approval Routing**: This section has two radio buttons: "Pre-Approved" (which is selected) and "Specify at this Level". Below these are two dropdown menus for "Business Process" and "Rule Set".
- Matching**: This section has a dropdown menu for "Status" which is set to "Not Applicable".

At the bottom of the window, there are two buttons: "Approvals and Matching" and "Add".

Direct Voucher

If you want to note a comment about the voucher, you can choose the “Comment Panel” and type the information that should be kept for the history of the voucher.

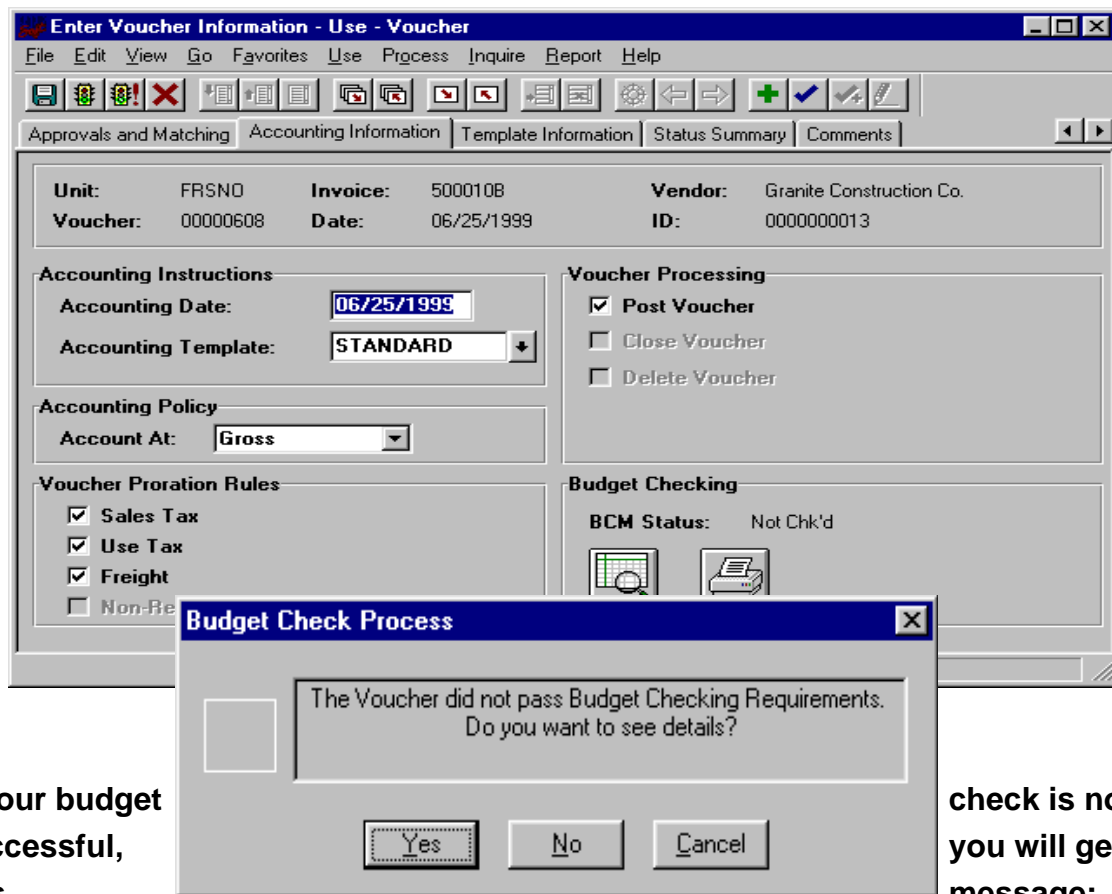
The screenshot shows a software window titled "Enter Voucher Information - Use - Voucher". It has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu is a toolbar with various icons for file operations and navigation. A tabbed interface at the bottom of the toolbar shows "Approvals and Matching", "Accounting Information", "Template Information", "Status Summary", and "Comments" (which is currently selected). The main area of the window displays voucher information in a table-like format:

| | | | | | |
|-----------------|----------|-----------------|------------|----------------|--------------------------|
| Unit: | FRSNO | Invoice: | 5000108 | Vendor: | Granite Construction Co. |
| Voucher: | 00000608 | Date: | 06/25/1999 | ID: | 0000000013 |

Below this information are two comment panels. The first is labeled "Voucher Comments" and contains a text area with the placeholder "Enter voucher comments here.". The second is labeled "Payment Comments" and contains a text area with the placeholder "Enter payment comments here.". To the left of the "Payment Comments" text area is a small icon of a document with a checkmark. At the bottom of the window, there are two buttons: "Comments" and "Update/Display".

Direct Voucher

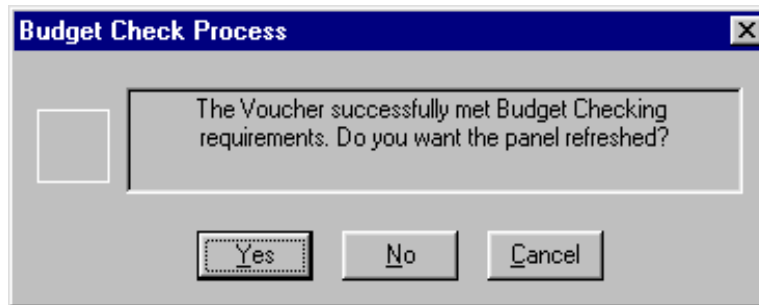
Move to the “Accounting Information Panel”. Notice that this voucher has not been budget checked as the “BCM Status” shows “Not Chk'd”. Click the icon with the magnifying glass under “Budget Checking”.



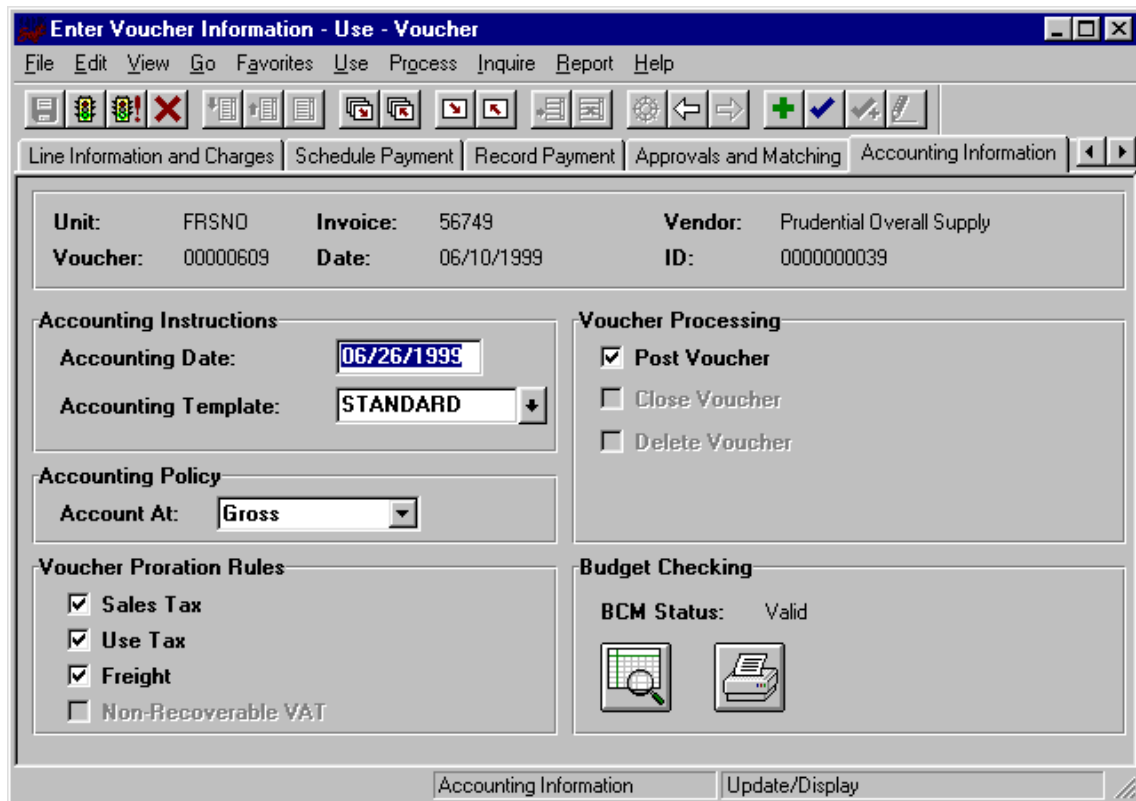
The voucher is saved, however, and you can return to budget check again later, when the necessary steps have been taken to correct the problem. Note: Check to see if you put the correct budget year in the Line and Information Changes Panel!

Direct Voucher

If your budget check is successful, you will get this message:



Select "Yes" to refresh the panel and the BCM Status will change to "Valid".

A screenshot of the "Enter Voucher Information - Use - Voucher" window. The window has a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, Help) and a toolbar with various icons. Below the toolbar are tabs: "Line Information and Charges", "Schedule Payment", "Record Payment", "Approvals and Matching", and "Accounting Information". The "Accounting Information" tab is selected. The main area is divided into several sections: "Unit: FRSNO", "Invoice: 56749", "Vendor: Prudential Overall Supply", "Voucher: 00000609", "Date: 06/10/1999", "ID: 0000000039". Below these are "Accounting Instructions" (Accounting Date: 06/26/1999, Accounting Template: STANDARD), "Accounting Policy" (Account At: Gross), "Voucher Proration Rules" (Sales Tax, Use Tax, Freight checked; Non-Recoverable VAT unchecked), "Voucher Processing" (Post Voucher checked; Close Voucher, Delete Voucher unchecked), and "Budget Checking" (BCM Status: Valid, with icons for a magnifying glass and a printer). At the bottom, there are tabs for "Accounting Information" and "Update/Display".

Direct Voucher

Print the voucher by choosing the printer icon under “Budget Check” on the Accounting Information Panel. This window will appear:

City of FRESNO
Request for Payment

Voucher#: 00000418
Vendor#: 00000000039
Name: Prudential Overall Supply

Invoice#:
Invoice Date:
Due Date:
Origin:
Operator:

| Line No | Description | Quantity |
|---------|-------------|----------|
| 1 | Mats | 0.00 |

| Accoun | Fun | Org | Budget Year | PC BU | Project ID | Activity |
|--------|-----|-----|-------------|-------|------------|----------|
|--------|-----|-----|-------------|-------|------------|----------|

Select the printer icon on the toolbar of the window. The window will appear and you can choose “OK”

Print

Printer: System Printer (Lexmark Optra S 1650)

Print Range:
☐ All
☒ Pages
From: 1 To: 1

Copies: 1
☒ Collate Copies

OK
Cancel

printer icon on the above window below and you can to print.

Direct Voucher

This is the City of **FRESNO** voucher printout that will be attached to the invoice. An **"Authorized Signature"** as per the Authorized Signature Form in the Finance Division will be required for each voucher. The voucher and invoice is to be forwarded to Accounts Payable for payment approval and scheduling.

Request for Payment

| | | | |
|-----------|---------------------------|---------------|---------|
| Voucher#: | 00000418 | Invoice#: | 306656 |
| Vendor#: | 00000000039 | Invoice Date: | 4/23/99 |
| Name: | Prudential Overall Supply | Due Date: | 5/23/99 |
| | | Origin: | ON |
| | | Operator: | JAND |

| <u>Line No.</u> | <u>Description</u> | <u>Quantity</u> | <u>Unit Price</u> | <u>Amount</u> |
|-----------------|--------------------|-----------------|-------------------|---------------|
| 1 | Mats | 0.00 | 0.00 | 24.30 |

| Budget | | | | <u>PC BU</u> | <u>Project ID</u> | <u>Activity</u> | <u>Type</u> | <u>Amount</u> |
|----------------|------------|------------|-------------|--------------|-------------------|-----------------|-------------|---------------|
| <u>Account</u> | <u>Fun</u> | <u>Org</u> | <u>Year</u> | | | | | |
| 56112 | 10101 | 110101 | 1999 | | | | | 24.30 |

Comments:

| | |
|----------------|-------|
| Voucher Total: | 24.30 |
| Use Tax: | 0.00 |
| Sales Tax: | 0.00 |
| Freight: | 0.00 |
| Gross Amount: | 24.30 |

| | |
|----------|------|
| Discount | 0.00 |
|----------|------|

I certify that the material, supplies or work specified above has been received and was necessary for use in this Department solely for the benefit of the City of Fresno.

| | | | | |
|----------------------|-------|-----------------|-------------|-------|
| _____ | _____ | _____ | _____ | _____ |
| Authorized Signature | Date | Dept. Cont. No. | Approved By | Date |

Direct Voucher

Submitting a Travel Reimbursement

Advance payments and reimbursements for authorized travel will follow the guidelines as established in the City of Fresno Administrative Order 1-4. Advances and reimbursements must be authorized by the Department Director. Travel advances and expenses for Department Directors must be approved by the City Manager.

Advances

For advances, a Form 57, with anticipated expenses, shall be submitted with a printout of the Direct Voucher to Accounts Payable . The Form 57 and the Direct Voucher should be signed by the Department Director. The voucher for the advance will be at 75% of the anticipated expenses. The following items are required:

- **Form 57 signed by Department Director and Employee**
- **Copy of the conference agenda or training program (showing meals provided)**
- **Anticipated date and time of travel departure and arrival**

Reimbursement

Once the employee has returned, a revised Form 57 should be submitted within 5 working days of the employee-s return with actual travel expenses and all receipts attached. The following items are required:

- **Form 57 signed by Department Director and Employee**
- **Detailed printout of hotel bill for all overnight travel**
- **All receipts**
- **Copy of conference agenda or training program (showing meals provided)**
- **Actual date and time of travel departure and arrival**
- **Credit card charges must be shown on the Form 57**

Open Item Account

Travel advances will be charged to an "Open Item" account. An Open Item account will establish a subsidiary ledger that will record each employee's travel advance. The Open Account will be reversed when a voucher is submitted to reimburse the employee for the remainder of the monies owed him or if money is owed to the City. The account number to use for Travel Advances will be 11601.

Direct Voucher (Travel continued)

Since travel advances and reimbursements do not have an invoice, the invoice number will become the location of the trip (city). Invoice numbers for travel advances will be indicated by the city and an "A".

Example: Invoice number for advance to San Diego will be SanDiegoA

Invoice number for advance to Sacramento will be SacramentoA

Invoice numbers for travel reimbursements will be indicated by the city of the travel and an "R".

Example: Invoice number for the Reimbursement for San Diego will be SanDiegoR

Invoice number for the reimbursement for Sacramento will be SacramentoR

The invoice date will be the date of the voucher's input into Peoplesoft (not the travel date, as that would not permit the check to be cut until the date of travel had occurred). Because invoices are tracked by vendor number, invoice date and invoice number, a duplication will not exist if more than one person is attending the same conference or training. The invoice match will differ for multiple people because of the vendor number of the employee. Remember that the invoice number is case and space sensitive and is limited to 14 spaces. You may need to abbreviate, but you should be consistent in the way you prepare your invoice numbers for travel advances and reimbursements.

Travel Advance and Expense Reimbursement Request

City of Fresno

[illegible]

Direct Voucher

Travel Advance

This is an example of the Invoice Header Information panel for a travel advance. The invoice number is the city of the travel and the invoice date is the date of input into the system.

The screenshot shows a software window titled "Enter Voucher Information - Use - Voucher". It has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu is a toolbar with various icons for file operations, navigation, and editing. The main area is divided into tabs: "Invoice Header Information" (selected), "Line Information and Charges", "Schedule Payment", "Record Payment", and "Approvals and Matchir".

The "Invoice Header Information" tab contains the following fields and controls:

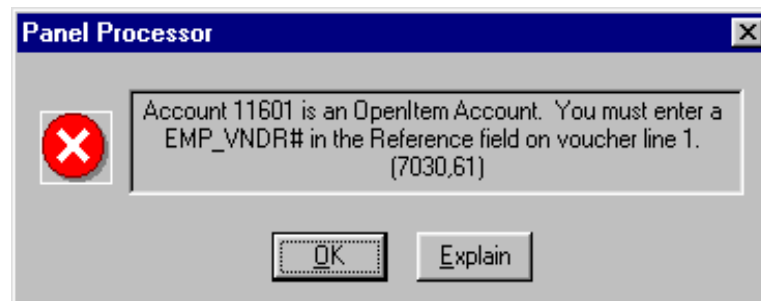
- Unit:** FRSND **Voucher:** NEXT **Lines:** 1 **Balance:** 0.00
- ShortName:** EMPLOYEEJO-001 (dropdown) **Loc:** 1 (dropdown) Employee, Joe
- Vendor:** 0000000005 (dropdown) 1099 5767 N Fresno St
Fresno, CA 93720
- Terms:** N30 (dropdown) **Gross:** 175.00 USD **Use:** (dropdown) 0.00
- Date:** 06/25/1999 **Sales:** 0.00
- Invoice:** Los Angeles A **Freight:** 0.00 **VAT:** 0.00
- Contract ID:** (dropdown)
- Go To:** Match Mgr. Match Errors

At the bottom of the window, there is a status bar with "Invoice Header Information" and "Add".

Direct Voucher

This is the Line and Information Charges Panel for a travel advance. You must use 11601 for the account number. Account 11601 is an “Open Item” account and sets up a subsidiary ledger for travel advances. You will be required to insert the vendor number of the employee (from the Information Header Panel) into the “Open Item” field.

If you do not the vendor number in the Open Item field, you will get this error message when you try to save the document:



Select “OK” and enter the vendor number in the Open Item field. Continue to process as you would a normal voucher.

Direct Voucher

Travel Reimbursement

Direct vouchers for travel reimbursements will require a reversal of the “Open Item” account. The date of the invoice for a travel reimbursement will be the date of input into the system. The invoice number will be the city with an “R” after it. Input it the same as you did the advance, except put an “R” instead of an “A”.

If the employee is owed money upon his return, you will need to prepare a new voucher for the reimbursement. In the example for the advance, the voucher was for \$175.00. The actual expenses were \$200.00. The Open Item Account must be reversed for \$175.00 and a new voucher created for \$25.00.

This is the Information Header Panel for the above example:

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Header Information | Line Information and Charges | Schedule Payment | Record Payment | Approvals and Matchir

Unit: FRSND Voucher: NEXT Lines: 1 Balance: 0.00

ShortName: EMPLOYEEJO-001 Loc: 1 Employee, Joe
5767 N Fresno St
Fresno, CA 93720

Vendor: 0000000005 1099

Terms: N30 Gross: 25.00 USD Use: 0.00

Date: 06/26/1999 Sales: 0.00

Invoice: LosAngelesR Freight: 0.00 VAT: 0.00

Contract ID:

Go To
Match Mgr. Match Errors

Invoice Header Information Add

Direct Voucher

In the voucher line of the Line Information and Charges Panel, enter 25.00 for the amount owed the employee. In distribution line one (1), enter a -175.00 (negative 175.00) to reverse the original advance. Enter the “Open Item” account number 11601 and the fund and organization that you originally charged the advance to (175.00 entry). Enter the employee number in the “OpenItem” field. Insert a second row into the distribution line by choosing the insert row icon while you are in a field of the distribution line. In distribution line two (2) enter the entire amount that was and will be paid to the employee 200.00. This equals the total of the advance (175.00) plus the total of the reimbursement (25.00). This is the entire amount that will be charged to the expense. A payment will be made to the employee for \$25.00.

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Header Information | **Line Information and Charges** | Schedule Payment | Record Payment | Approvals and Matchir

Unit: FRSNO Voucher ID: NEXT Balance: 0.00

Distribute by: Amt

| Amount | Item ID | Description | Quantity | UOM | Unit Price |
|---------|---------|------------------------|----------|-----|------------|
| 1 25.00 | | Trav Reimb Los Angeles | | | |

| Amount | Quantity | Account | Fund | Org | Program Code |
|-----------|----------|---------|-------|--------|--------------|
| 1 -175.00 | | 11601 | 10101 | 110101 | |

Sub-Cls BY Project

SpeedChart Asset Stat Proj GL Unit Rate OpenItem

FRSNO 0000000005

| Amount | Quantity | Account | Fund | Org | Program Code |
|----------|----------|---------|-------|--------|--------------|
| 2 200.00 | | 55806 | 10101 | 110101 | |

Sub-Cls BY Project

Asset Stat Proj GL Unit Rate OpenItem

FRSNO

Line Information and Charges Add

Continue to process your voucher as normal.

Direct Voucher

You can do an “Open Item” Update to check on a particular employee’s advances and reimbursements. In the Enter Voucher Information /Use window, select “OpenItem Update”. Enter the employee number in the “Journal Line Reference”. You can look at all open items, at only open items or only closed items. This panel will tell you the balance of a particular employee’s open item account.

Enter Voucher Information - Use - OpenItem Update

File Edit View Go Favorites Use Process Inquire Report Help

OpenItem Update

Unit: FRSNO OpenItem Reference: 0000000031 Currency: US Dollar

Open Items
Amount: 90.00 Lines: 3

Closed Items
Amount: 0.00 Lines: 0

Refresh
☒ Show All Items
☐ Show Only Open Items
☐ Show Only Closed Items

Account: 11601 Travel Advance OpenItem: EMP_VNDR#

Open Items
Amount: 90.00 Lines: 3

Closed Items
Amount: 0.00 Lines: 0

☒ Open Item ☐ Closed Item OpenItem Reference: 0000000031

| Voucher | Line | Description | Amount |
|----------|------|----------------|-----------|
| 00000489 | 1 | Travel Advance | 90.00 USD |

Vendor: Denman, Janice Invoice: Sacramento Date: 06/21/1999

OpenItem Update Update/Display

Direct Voucher

Petty Cash Reimbursements

Direct Vouchers for Petty Cash will follow the guidelines as established in the City of Fresno Administrative Order 1-2. A petty cash reimbursement shall not exceed \$30.00 (including tax). The petty cash process will be used to reimburse the purchase of out of stock minor supplies and out of pocket expense amounts for meals and travel (the total expense of the travel shall not exceed \$30 and there should not have been a travel advance made). If the reimbursement is for travel, a Form 57 is still required.

Each division of the City assigned a petty cash fund will be assigned a vendor number. Each employee within that division with a petty cash box will be a location number for that vendor number.

A Petty Cash Voucher form (see below) is required to be filled out for each payment made from petty cash and the corresponding receipt should be attached to the voucher and placed in the petty cash box when funds are disbursed. The “Reimbursed to:” applies to the name of the person who bought the item. This person should sign the voucher signifying that they have received the funds that they paid out of pocket. The “Approved by:” applies to the person authorized to approve payments for the particular fund/organization the purchase is being charged to. The voucher should also be signed by that person. The person in charge of the petty cash box will sign on the “By:” line of the voucher. Cash in the box plus all vouchers (with receipts) should equal the total authorized amount for your petty cash box.

All vouchers and receipts should be taped down on a white, blank sheet of paper. These should be attached to the Direct Voucher and forwarded to Accounts Payable when it is time to reimburse the petty cash box.

Direct Voucher

Petty Cash Reimbursements continued:

Petty Cash Voucher Form

| Petty Cash Voucher | | |
|--------------------------|------|--------------|
| Org. | Fund | Account |
| | | |
| Receipt Must Be Attached | | |
| Vendor Name | | Amount |
| | | Date |
| Purpose of Expense | | |
| Reimbursed To: | | Approved By: |
| Name | | Name |
| Title | | Title |
| Receipt | | |
| Signature | | |
| Name, Title | | |
| By: | | |

Direct Voucher

Templates

A template can be created to process Direct Vouchers where payments are made to the same vendor on a routine basis and in a consistent manner. Templates are tied to a particular vendor and are best used for more complicated vouchers, such as a voucher paid from multiple voucher lines and distribution lines (fund/org/acct/proj). If the vendor will always be the same, the voucher and distribution lines will be the same and the payment is made frequently, then a template would be a valuable tool to save data entry time. The dollar amount paid each time can vary. Templates can only be used for Direct Vouchers. Templates can only be created before a voucher has been posted.

Steps to Create a Template:

- 1) Enter date into the Invoice Header Information panel.
- 2) Enter data into the Line Information and Charges panel.
- 3) Go to the Template Information panel

The panel appears as below:

The screenshot shows a software window titled "Enter Voucher Information - Use - Voucher". It has a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, Help) and a toolbar with various icons. Below the toolbar are tabs: "Schedule Payment", "Record Payment", "Approvals and Matching", "Accounting Information", "Template Information" (selected), and "Status S". The main area displays voucher information: Unit: FRSNO, Invoice: 10000, Vendor: Action Legal Support Service, Voucher: NEXT, Date: 06/28/1999, ID: 0000000034. Below this are two sections. The first section, "Copy from a Template Voucher", has an unchecked checkbox and a "Template ID" field with a dropdown arrow. The second section, "Save as a Template Voucher", has an unchecked checkbox, a "Template ID" field, and a "Description" field. At the bottom, there is a "Template Information" tab and an "Add" button.

- 4) Check mark "Save as a Template Voucher"

- 5) Enter a unique “Template ID” and “Description”. Note the ID for future references.

Direct Voucher

Template continued:

This is how the panel for step 5 would appear:

The screenshot shows a software window titled "Enter Voucher Information - Use - Voucher". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu bar is a toolbar with various icons. A tabbed interface is present with tabs for "Schedule Payment", "Record Payment", "Approvals and Matching", "Accounting Information", "Template Information", and "Status S". The "Template Information" tab is currently selected. The main area of the window contains the following fields:

| | | | | | |
|-----------------|-------|-----------------|------------|----------------|---------------|
| Unit: | FRSNO | Invoice: | 10000 | Vendor: | TJ Consulting |
| Voucher: | NEXT | Date: | 06/28/1999 | ID: | 0000000003 |

Below these fields are two sections with checkboxes:

- ☐ **Copy from a Template Voucher**
Template ID:
- ☒ **Save as a Template Voucher**
Template ID:
Description:

At the bottom of the window, there is a tab labeled "Template Information" and a button labeled "Add".

Direct Voucher

Template continued:

The panel below shows how the original voucher and distribution line was set up:

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Header Information Line Information and Charges Schedule Payment Record Payment Approvals and Matchir

Unit: FRSNO Voucher ID: NEXT Balance: 0.00

Distribute by: Amt

| Line | Amount | Item ID | Description | Quantity | UOM | Unit Price |
|------|--------|---------|---------------------|----------|-----|------------|
| 1 | 500.00 | | Consulting Services | | | |

| Line | Amount | Quantity | Account | Fund | Org | Program Code |
|------|--------|----------|---------|-------|--------|--------------|
| 1 | 100.00 | | 53302 | 10101 | 110101 | |

Sub-Cls BY Project

SpeedChart Asset Stat Proj GL Unit Rate OpenItem

FRSNO

| Line | Amount | Quantity | Account | Fund | Org | Program Code |
|------|--------|----------|---------|-------|--------|--------------|
| 2 | 400.00 | | 53302 | 10101 | 110301 | |

Sub-Cls BY Project

Asset Stat Proj GL Unit Rate OpenItem

FRSNO

Line Information and Charges Add

The information from this panel will populate all new vouchers that are created from the template. Only use a template if the vendor is always the same and the voucher lines and distribution lines will always be the same. You can change the dollar amount.

Direct Voucher

Template continued:

Steps To Use a Template:

- 1) Enter ShortName or Vendor ID # on the Voucher Header Information Panel.
- 2) Move to the Template Information Panel.
- 3) Check the “Copy from a Template Voucher” box.
- 4) Enter the template name in the Template ID box. Use the pull-down menu to select from a list of valid templates, if you prefer.
- 5) Enter in the remaining Invoice Header Information (invoice date and invoice number).

The panel below shows step 3 from above - checking the “Copy from a Template Voucher” and the insertion of the Template ID.

The screenshot shows a software window titled "Enter Voucher Information - Use - Voucher". The window has a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, Help) and a toolbar with various icons. Below the toolbar is a tabbed interface with tabs for "Schedule Payment", "Record Payment", "Approvals and Matching", "Accounting Information", "Template Information" (which is selected), and "Status S".

The "Template Information" tab contains the following fields and controls:

- Unit:** FRSNO
- Invoice:** 1001
- Vendor:** TJ Consulting
- Voucher:** NEXT
- Date:** 06/28/1999
- ID:** 0000000003

Below these fields are two sections:

- ☒ **Copy from a Template Voucher**
Template ID: TJ/Conv Ct (with a pull-down arrow)
- ☐ **Save as a Template Voucher**
Template ID: [text box]
Description: [text box]

At the bottom of the window, there is a status bar with the text "Template Information" and an "Add" button.

Direct Voucher

Template continued:

Return to the Invoice Information Header panel. Notice that the dollar amount from the original voucher template you prepared has populated the “Gross” field. You can change the dollar amount that populated the field to match the amount of the new invoice.

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Header Information | Line Information and Charges | Schedule Payment | Record Payment | Approvals and Matchir

Unit: FRSNO Voucher: NEXT Lines: 1 Balance: 0.00

ShortName: TJCONSULT-001 Loc: 1 TJ Consulting
Vendor: 0000000003 1099 1234 Main St
Seattle, WA 98102

Terms: N30 Gross: 500.00 USD Use: 0.00
Date: Sales: 0.00
Invoice: Freight: 0.00 VAT: 0.00

Contract ID: Go To
Match Mgr. Match Errors

Invoice Header Information Add

Fill in the rest of the required information: invoice date and invoice number.

Direct Voucher

Template continued:

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Header Information | **Line Information and Charges** | Schedule Payment | Record Payment | Approvals and Matchir

Unit: FRSNO Voucher ID: NEXT Balance: 0.00

Distribute by: Amt

| Amount | Item ID | Description | Quantity | UOM | Unit Price |
|----------|---------|---------------------|----------|-----|------------|
| 1 500.00 | | Consulting Services | | | |

| Amount | Quantity | Account | Fund | Org | Program Code |
|----------|----------|---------|-------|--------|--------------|
| 1 100.00 | | 53302 | 10101 | 110101 | |

Sub-Cls BY Project

SpeedChart ☐ Asset Stat Proj GL Unit Rate OpenItem

FRSNO

| Amount | Quantity | Account | Fund | Org | Program Code |
|----------|----------|---------|-------|--------|--------------|
| 2 400.00 | | 53302 | 10101 | 110301 | |

Sub-Cls BY Project

Asset Stat Proj GL Unit Rate OpenItem

FRSNO

Line Information and Charges Add

Go to the Line Information and Charges panel. The voucher line information and the distribution line information is automatically populated from the template.

Direct Voucher

Go to the Line Information and Charges panel. The voucher line information and the distribution line information is automatically populated from the template.

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Header Information | **Line Information and Charges** | Schedule Payment | Record Payment | Approvals and Matchir

Unit: FRSNO Voucher ID: NEXT Balance: 0.00

Distribute by: Amt

| Amount | Item ID | Description | Quantity | UOM | Unit Price |
|----------|---------|---------------------|----------|-----|------------|
| 1 500.00 | | Consulting Services | | | |

| Amount | Quantity | Account | Fund | Org | Program Code |
|----------|----------|---------|-------|--------|--------------|
| 1 100.00 | | 53302 | 10101 | 110101 | |

Sub-Cls BY Project

SpeedChart ☐ Asset Stat Proj GL Unit Rate OpenItem

FRSNO

| Amount | Quantity | Account | Fund | Org | Program Code |
|----------|----------|---------|-------|--------|--------------|
| 2 400.00 | | 53302 | 10101 | 110301 | |

Sub-Cls BY Project

Asset Stat Proj GL Unit Rate OpenItem

FRSNO

Line Information and Charges Add

Continue to process the voucher as you normally would.

Purchase Order Voucher Process

Purchase Order Voucher Process

A purchase order becomes necessary when a Department/Division is purchasing supplies or materials in excess of \$300. In the past, a distinction was made between a one-time payment on a purchase order, and a progress payment purchase order (partial payment request). The former called for only a one time payment, whereas the latter required two or more partial payments over a period of time. The Finance Division will now treat these processes as the same process, now referred to as a purchase order voucher.

Prior to a purchase order voucher being paid, the following steps must be complete:

- A requisition by the field office must be entered into the system. The requisition must be edit and budget checked and pre-encumbered. The appropriate department/division approval must be obtained online. The requisition is then sent to purchasing electronically.
- (Buyer creates the purchase order PO) based on purchasing policies. Purchasing edit ,budget checks, encumbers, and posts the amount of the purchase order.
- The field office receives the goods and enters the receipt information. Receiving can be performed against a PO once it has been dispatched. One or many receipts can be used to record shipments for a single PO.

For the above stated processes, please contact the Purchasing Division should you require assistance.

Once the field office has successfully obtained a purchase order and receipted the goods on the PeopleSoft system, the following steps are necessary:

- Forward the original invoice to the Accounts Payable Section of the Finance Division. The appropriate authorized signature of the Department/Division manager must be on each individual invoice in order to be processed.
- Forward to Accounts Payable the coinciding purchase order and receiver number (Recv No) for each invoice. Print the purchase order and receiver number on each invoice number. The receiver number is crucial to Accounts Payable operations in order to facilitate a "3 way match", matching the purchase order, receiving document and the invoice for payment..

The purchase order voucher process will be administered by the Accounts Payable Section of the Finance Division and payment generated shortly thereafter. If the PO voucher fails the matching process, the documents will be sent to Purchasing or the field for reconciliation.

REQUISITIONING ITEMS
(PeopleBooks Record 3,378)

Go, Administer Procurement, Requisition Items.

Use, Requisitions, Requisition Form, Add.

Business Unit: FRSNO Requisition ID: NEXT OK

You can go to the Form Defaults Tab to fill in general info that will apply to all lines. (For Project Data go into individual Line Defaults and fill in information)

Add: Quantity, UOM, Price, Category, Desc, Ship To & (Due) Date. (If you need more room for the description Select Comments.)

(You can add more lines (F7) for additional items.)

If there is a suggested vendor, select Line Details and fill in the Vendor ID.

Select the Schedule Button. PeopleSoft Purchasing enables you to specify multiple shipping schedules for each line and define multiple distributions for each schedule. You can also define multiple accounting distributions for each schedule line.

Select the Distribute Button. Add lines for multiple accounting distributions.

Select the Details Button for each line and fill in the Chartfield: Account, Fund, Org & Budget Year.

(If there are multiple items you can select the panel tab Form Defaults, fill in the information once and it will be carried to each line. The default information can be overwritten on the line.)

Save the Requisition.

Select the panel tab Header Details.

Press the button to perform the Edit Check.

After a few seconds select Sparky to refresh the screen.

Now press the button to perform the Budget Check.

Supervisor/Division Manage

Use, Chartfield Approval, Approval. Select the Requisition, review, if OK then Save.

The Requisition is now ready for Buyer review.

APPROVING REQUISITIONS

Go, Administer Procurement, Requisition Items.

Use, Chartfield Approval, Approval. Either select a Requisition or select the Requester Name for a list of all Requisitions for that Requester.

To approve the Requisition press Save. Approval Status will change from initial to Complete.

Emergency Purchase Orders

Emergency Purchase Orders

An emergency purchase order becomes necessary when time does not permit going through the process of submitting a requisition to the Purchasing Division. An emergency purchase order would be used when a repair part is needed for a down piece of equipment , or for repair or items providing vital services, and for any other unforeseen items not known prior to commencement of a project.

Prior to making the purchase, the Division must contact Purchasing for an emergency purchase order number. Be prepared to give a reason for the emergency request, a vendor and a dollar estimate of the expenditure.

The Division is now authorized to make the emergency purchase. The following procedures must be followed to ensure payment to the vendor:

- ! The field office (division) must enter the purchase order (PO) information into the system. The PO must be edit and budget checked prior to electronically sending to Purchasing.**
- ! The receipt/invoice must be signed by the Division manager and forwarded to Purchasing.**
- ! Purchasing reviews, approves and posts the purchase order.**

For the above stated processes, please contact the Purchasing Division should you require assistance.

Once the field office has successfully obtained an emergency purchase order number and entered the PO information into the PeopleSoft system, and forwarded the receipt to Purchasing, the following steps are necessary:

- ! Purchasing will forward the original invoice/receipt to the Accounts Payable Section of the Finance Division. The appropriate authorized signature of the Department/Division manager must be on each invoice in order to be processed.**
- ! The purchase order number must be printed on the invoice. The PO number is important to Accounts Payable operations in order to facilitate a “2 way match”, matching the purchase order and the invoice for payment..**

The emergency purchase order voucher process will be administered by the Accounts Payable Section of the Finance Division and payment generated shortly thereafter. If the EPO voucher fails the matching process, the documents will be sent to Purchasing for reconciliation.

COMPLETING EMERGENCY PURCHASE ORDERS


Go, Administer Procurement, Manage Purchase Orders.


Use, Purchase Order, Lines - Add.

You can go to the Header Default Button to fill in general info that will apply to all lines.

On the Lines panel, fill in Vendor, Buyer (Emergency, Purchase), Item Description, UOM, Order Quantity.

Press  and fill in the Category.

On the Schedule panel fill in the information, and press . Then select the Distrib Button and fill in the Chartfield information.

If there is Project information select the  and check Project, and select the magnifying glass.

Fill in the Project information.

Go to the Header panel and fill in PO Type and Bill To address.

Press the button to perform the Edit Check. 

After a few seconds select **Sparky** to refresh the screen.

Now press the button to perform the **Budget Check**.

Send the invoice to Purchasing.

Journal Entries

Journal Entry

The purpose of this document is to facilitate the recording of transactions that cannot be processed on any other document type. The Journal Entry (JE) is a means for correcting errors in recording payments and or receipts. For example, a payment may have been recorded to the wrong fund, org, account or project number. The Journal Entry form serves to reclassify and correct these types of errors.

The Journal Entry document is prepared by the field offices and submitted to General Accounting, Finance Division as follows:

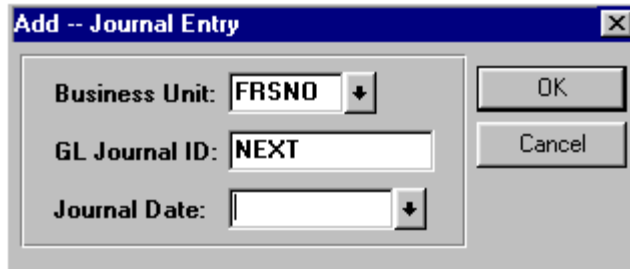
- ! The field office enters the Journal Entry into the PeopleSoft Accounting System (see next page) according to instructions. PeopleSoft will assign the next journal entry number in the sequence once you have saved the entry. Next, the field must edit check and budget check the journal entry. The entry is automatically placed on hold status pending review by General Accounting.**
- ! The field office prepares a screen print of the Journal Entry, and submits the entry with supporting documentation to the responsible official within their Division/Department for signature.**
- ! Once the appropriate signature is obtained, please forward your entry to General Accounting for processing.**

For the majority of correcting journal entries, the minimum number of journal lines is two (2). Unlike in the FAMIS Accounting System where one journal line created both the debit and credit entries, the PeopleSoft Accounting System requires a separate line for each debit and credit.

Please note that each journal entry must balance at the fund level. Therefore, if you are attempting to reclassify or correct an entry across funds, your journal entry will require a minimum four lines (4). Please see pages D4 & D5 for an example.

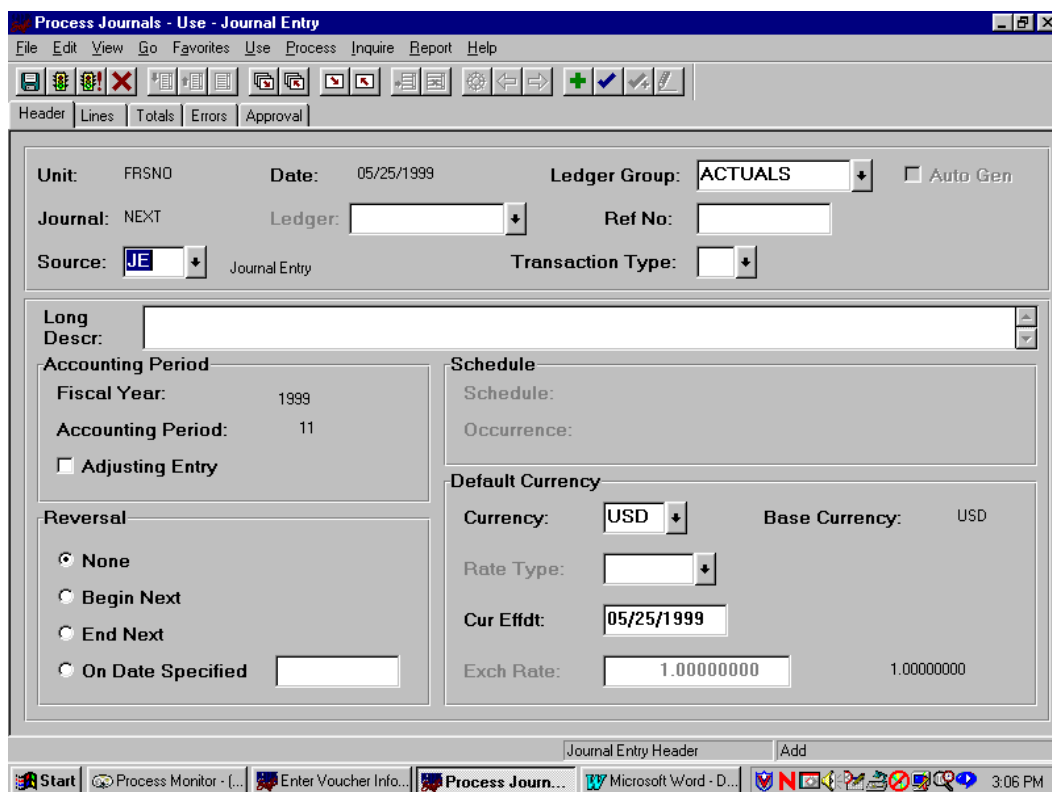
Entering a Journal Entry

| | |
|-----|--|
| Go | Process Financial Information Process Journals |
| Use | Journal Entry Journal Entry Header Add |



The dialog box titled "Add -- Journal Entry" contains three input fields: "Business Unit" with a dropdown menu showing "FRSNO", "GL Journal ID" with a text field containing "NEXT", and "Journal Date" with a date picker. To the right of these fields are "OK" and "Cancel" buttons.

Enter the date (MMDDYY) you want the JE to post. Click OK.



The "Process Journals - Use - Journal Entry" window displays the "Header" panel. It includes fields for Unit (FRSNO), Date (05/25/1999), Ledger Group (ACTUALS), Journal (NEXT), Ledger, Ref No, Source (JE), and Transaction Type. Below these are sections for Long Descr, Accounting Period (Fiscal Year: 1999, Accounting Period: 11), Reversal (radio buttons for None, Begin Next, End Next, On Date Specified), Schedule, and Default Currency (Currency: USD, Base Currency: USD, Rate Type, Cur Effdt: 05/25/1999, Exch Rate: 1.00000000). The window has a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, Help) and a toolbar with various icons. The status bar at the bottom shows the current panel as "Journal Entry Header" and an "Add" button.

On the Header panel, select JE for the Source field. Add a description/purpose of the JE into the Long Description field. The long description should not exceed 30 characters in length. The Ledger Group will default to Actuals. The Ledger Group, Source, and Long Description are required fields. No other information is needed for the Header panel. Move to the Lines panel.

On the Lines panel, enter the chartfields for Account, Fund, Org, and Amount. If this entry is project related, you will need to input information into the chartfields for Project/Grant, PC Unit, Activity, and Resource Type.

Add another line for your debit or credit entry. You will need to add the project identifiers as they do not drop down into the next line.

After entering all of the chartfield information, perform an Edit Check.



If the Status is E, correct the chartfield and balancing errors.

When the Status comes back as V, perform a Budget Check.



If the BCM Status is E, correct the appropriation errors.

When the BCM Status comes back as V, click on the Submit for Approval icon.

Click on the Print icon to obtain a hard copy of the Journal Entry.



Obtain supervisor signature approval. Send the approved Journal Entry and backup documentation to General Accounting for review.

Preparing a Correcting Journal Entry

In order to reclassify an expense within the same fund structure, a minimum of two journal lines are required. See example below. This entry reclassifies an expense from account 56107 Office Supplies to account 55501 Printing & Binding -O/S Vendor. The debit (positive number) records the expense (line 1). The credit (negative number) reduces the expense (line 2). Please note that the fund number is identical for both lines.

Process Journals - Use - Journal Entry

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors Approval

Unit: FRSNO Date: 06/26/1999 Ledger Group: ACTUALS ☐ Auto Gen
 Journal: 0000001538 Ledger: Source: JE Ref No:

☐ Errors Only

| Line # | Ledger | Unit | Account | Fund | Org | Program | Sub-Cls | BY | Prj/Grt | Affl | N/R | |
|---|---------|----------|----------|-------|--------|----------|---------|------|---------|------|-----|--|
| Amount | PC Unit | Activity | Res Type | Ref | Stat | Stat Amt | UOM | | | | | |
| Line Descr Budget Checking Line Status Journal Line Status | | | | | | | | | | | | |
| 1 | ACTUALS | FRS | 55501 | 50103 | 501501 | | | 2000 | | | N | |
| USD | 35.00 | | | | | | | | | | | |
| Printing & Binding--O/S Vendor Not Budget Checked SpeedType | | | | | | | | | | | | |
| 2 | ACTUALS | FRS | 56107 | 50103 | 501501 | | | 2000 | | | N | |
| USD | -35.00 | | | | | | | | | | | |
| Office Supplies Not Budget Checked SpeedType | | | | | | | | | | | | |
| Unit: FRSNO 4 Lines 85.00 DR 85.00 CR Status: V BCM Status: N | | | | | | | | | | | | |

Journal Entry Lines Update/Display

To reclassify an expense across different funds, a minimum of four journal lines are required. The example on the following page demonstrates that an expense to account 56107 (Office Expense) was recorded to the proper account, however to the incorrect fund. The reclassification occurs from the Water Capital Fund to the Water Operating Fund, and therefore the Cash account for each fund must be debited and credited accordingly along with the expense lines.

Preparing a Correcting Journal Entry (Continued)

Lines 1 debits (adds) the cash back to the Water Capital Fund, and line 2 credits (reduces) the expense from Office Supplies, Water Capital Fund. This is part one of the total entry required.

Process Journals - Use - Journal Entry

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors Approval

Unit: FRSNO Date: 06/26/1999 Ledger Group: ACTUALS ☐ Auto Gen
Journal: 0000001538 Ledger: Source: JE Ref No:

10 ☐ Errors Only

| Line # | Ledger | Unit | Account | Fund | Org | Program | Sub-Cls | BY | Pri/Grt | Affl | N/R |
|--------|---------|------|-----------------|--------------------|--------|---------|---------|------|---------|------|-----|
| 1 | ACTUALS | SNO | 10100 | 40104 | 411501 | | | 2000 | | | N |
| | | | USD | 50.00 | | | | | | | |
| | | | Cash | Not Budget Checked | | | | | | | |
| 2 | ACTUALS | FRS | 56107 | 40104 | 411501 | | | 2000 | | | N |
| | | | USD | -50.00 | | | | | | | |
| | | | Office Supplies | Not Budget Checked | | | | | | | |

Unit: FRSNO 4 Lines 100.00 DR 100.00 CR Status: V BCM Status: N

Journal Entry Lines Update/Display

Process Journals - Use - Journal Entry

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors Approval

Unit: FRSNO Date: 06/26/1999 Ledger Group: ACTUALS ☐ Auto Gen
Journal: 0000001538 Ledger: Source: JE Ref No:

10 ☐ Errors Only

| Line # | Ledger | Unit | Account | Fund | Org | Program | Sub-Cls | BY | Pri/Grt | Affl | N/R |
|--------|---------|------|-----------------|--------------------|--------|---------|---------|------|---------|------|-----|
| 3 | ACTUALS | FRS | 56107 | 40101 | 411501 | | | 2000 | | | N |
| | | | USD | 50.00 | | | | | | | |
| | | | Office Supplies | Not Budget Checked | | | | | | | |
| 4 | ACTUALS | FRS | 10100 | 40101 | 411501 | | | 2000 | | | N |
| | | | USD | -50.00 | | | | | | | |
| | | | Cash | Not Budget Checked | | | | | | | |

Unit: FRSNO 4 Lines 100.00 DR 100.00 CR Status: V BCM Status: N

Journal Entry Lines Update/Display

Line 3 debits (records) the Office Supplies account, Water Operating Fund. Line 4 credits (reduces) the cash account, Water Operating Fund. This completes part 2 (final) of the required entry.

Interdepartmental Billings

The Interdepartmental Billing Form (ID Billing) is used to bill two main types of charges from one department to another. They are as follows:

- ! To bill for charges that are recurring in nature, such as printing and copying charges, stationery and office supplies, and any fixed charges. Authorization by the division being charged is not required.**
- ! To bill for charges related to special projects or one-time jobs performed by one unit within the City for another unit. Authorization by the division being charged is required.**

The Interdepartmental Billing Form is prepared by the field offices and submitted to General Accounting, Finance Division as follows:

- ! The field office enters the Interdepartmental Billing into the PeopleSoft Accounting System (see page E3) according to instructions. PeopleSoft will assign the next ID number in the sequence once you have saved the entry. Next, the field must edit check and budget check the ID Billing. The entry is automatically placed on hold status pending review by General Accounting.**
- ! The field office prepares a screen print of the ID Billing, and submits the ID with supporting documentation to the responsible official within their Division/Department for signature.**
- ! The field office may or may not be expected to obtain an authorized signature from the division they are charging based upon the category of the ID. If the charges relate to a special project or one-time job, a signature is required.**
- ! Once the appropriate signatures are obtained, please forward your ID Billing to General Accounting for processing.**

If your office is preparing routine ID Billings, you may wish to consider reusing an existing ID Billing via the copy journals function. See example on page .

Also, there are features in PeopleSoft to import ID Billing information from a spreadsheet application such as Excel. Importing data directly from a spreadsheet application to the General Ledger eliminates the manual input of the ID Billing. The steps are as follows:

- ! Create a spreadsheet application to calculate the data you need for the ID.**
- ! Copy the amounts to the upload file (JRNL1.xls).**
- ! Add the appropriate journal line and header information and**
- ! Simply click on the import button. The ID Billing entry will be automatically created in PeopleSoft for edit and budget checking.**

If you require assistance with the import function or copying journals, please contact General Accounting, Finance Division for assistance.

Copying ID Billing

A copied ID Billing (Journal) can be used as it was originally created or it can be modified to update one or more elements of the journal lines. *(You cannot modify the ID header information).* Select the following to copy an ID Billing:

| | |
|---------|--|
| Go | Update/Display Process Financial Information Process Journal |
| Process | Copy Journals |

The Unit will automatically default to FRSNO. Enter the journal number and the journal date of the ID (journal) you wish to copy. Type *next* to have the system assign the next available ID number.

Process Journals - Process - Copy Journal

File Edit View Go Favorites Use Process Inquire Report Help

Copy Journal

Operator ID: KATET
Run Control ID: COPY
Language: English

Copy Journal

Unit: FRSNO
Journal: 0000001136
Journal Date: 05/19/1999

New Journal

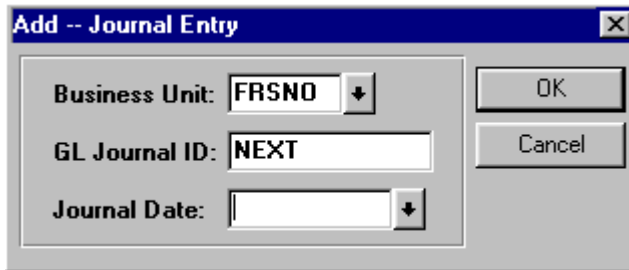
Unit: FRSNO
New Journal ID: NEXT
Journal Date: 06/26/1999
Currency Effective Date: 06/26/1999
☐ Reverse Signs

Copy Journal Update/Display

Click the run icon (stoplight) to produce the Process Scheduler Request panel. This process copies the original ID Billing to create a new ID Billing. Update any chartfields that require modification. The new ID Billing must still be edit and budget checked prior to submitting it to General Accounting.

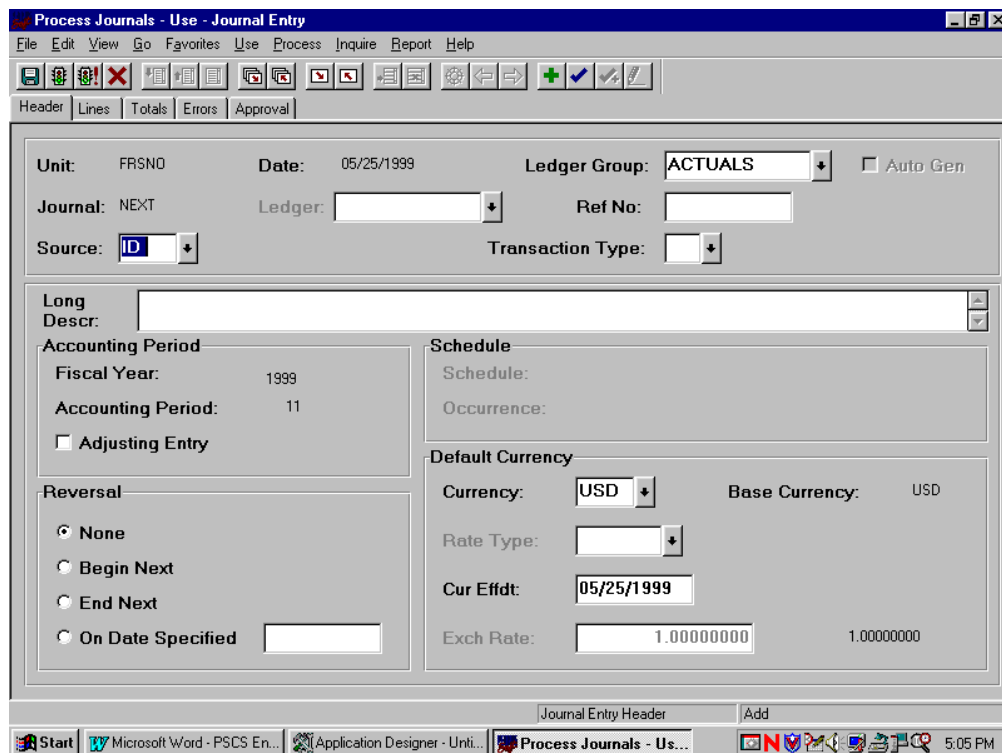
Entering an Interdepartmental Billing

| | |
|-----|--|
| Go | Process Financial Information Process Journals |
| Use | Journal Entry Journal Entry Header Add |



A small dialog box titled "Add -- Journal Entry" with a close button (X) in the top right corner. It contains three input fields: "Business Unit:" with a dropdown menu showing "FRSNO", "GL Journal ID:" with a text box containing "NEXT", and "Journal Date:" with a date picker showing a downward arrow. To the right of these fields are two buttons: "OK" and "Cancel".

Enter the date (MMDDYY) you want the ID to post. Click OK.



A screenshot of the "Process Journals - Use - Journal Entry" window. The window has a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, Help) and a toolbar with various icons. Below the toolbar are tabs for "Header", "Lines", "Totals", "Errors", and "Approval", with "Header" selected. The "Header" panel contains several fields: "Unit:" (FRSNO), "Date:" (05/25/1999), "Ledger Group:" (ACTUALS), "Journal:" (NEXT), "Ledger:" (empty), "Ref No:" (empty), "Source:" (ID), and "Transaction Type:" (empty). There are also checkboxes for "Auto Gen" and "Adjusting Entry". Below these are sections for "Long Descr:" (empty), "Accounting Period" (Fiscal Year: 1999, Accounting Period: 11), "Reversal" (radio buttons for None, Begin Next, End Next, On Date Specified), "Schedule" (Schedule: empty, Occurrence: empty), and "Default Currency" (Currency: USD, Base Currency: USD, Rate Type: empty, Cur Effdt: 05/25/1999, Exch Rate: 1.00000000). At the bottom, there is a status bar showing "Journal Entry Header" and "Add". The taskbar at the very bottom shows the Start button and several open applications: Microsoft Word - PSCS En..., Application Designer - Unti..., and Process Journals - Us... The system clock shows 5:05 PM.

On the Header panel, select ID for the Source field. Add a description/purpose of the ID into the Long Description field. The Ledger Group will default to Actuals. The Ledger Group, Source, and Long Description are required fields. No other information is needed for the Header panel. Move to the Lines panel.

On the Lines panel, enter the chartfields for Account, Fund, Org, and Amount. If this entry is project related, you will need to input information into the chartfields for Project/Grant, PC Unit, Activity, and Resource Type.

Add another line for your debit or credit entry. You will need to add the project identifiers as they do not drop down into the next line.

After entering all of the chartfield information, perform an Edit Check.



If the Status is E, correct the chartfield and balancing errors.

When the Status comes back as V, perform a Budget Check.



If the BCM Status is E, correct the appropriation errors.

When the BCM Status comes back as V, click on the Submit for Approval icon.

Click on the print icon to obtain a hard copy of the Interdepartmental Billing.



Obtain supervisor signature approval. Send the approved Interdepartmental Billing and backup documentation to General Accounting for review.

Cash Receipts

Cash Receipts

Policy:

Deposits must be completed on a daily basis for dollar amounts larger than \$100.00. Any cash receipts accumulated within a seven day period must be deposited by the next Monday.

Preparation of deposit paperwork provided to bank will be as follows:

- 1. Run tapes for each set of checks and/or cash that will be posted in PeopleSoft to a separate fund and org and account. (To be used for posting.)**
- 2. Run tape of all checks and cash to be deposited. (Note: Total to be balanced with PeopleSoft printout.)**
- 3. Stamp tape with endorsement stamp on front of tape under Grand Total of batches of checks.**
- 4. Prepare Deposit Record sheet with the following information:**
 - A. Activity Date, Deposit Date, Dollar Amount, Dept/Div - Abbreviated and written out (no numbers) and Description.**
 - B. For Description on cash/check receipts write a brief 30 character or less phrase. For example "Daily Cash Receipts".**
 - C. For Description on credit card transactions list each type of transaction separately with the coinciding dollar amount. For example "Visa/MC \$\$, Discover \$\$, Am Exp \$\$.**
 - D. Note this description will be your description in the PeopleSoft "Line Descr."**
 - E. Check proper box for electronic activity.**
 - F. List cash and check items in "Deposit Summary" area.**
 - G. Write your name legibly on the "Prepared By" line.**
- 5. Prepare deposit slip, write Deposit Record Number at top left corner of slip.**
- 6. Prepare MISC 14 Carrier Receipt. (Only for those with courier pickup.)**
- 7. Place checks, stamped tape listing of checks with batches and Grand Total, white deposit slip, white Deposit Record Sheet, and white MISC 14 Carrier Receipt (if used) into Bank of America Deposit Bag and seal.**
- 8. Prepare deposit verification form in duplicate for Business License. (See example.)**
 - A. Make sure that form is signed at that you keep a copy for your records.**

F-1

F-2

Posting instructions for cash receipts into PeopleSoft: (See attached “Entering a Cash Receipt” instructions for illustrations of menu order, icons and screens used.)

1. Click on Start menu then select PeopleSoft Financials then Production.
2. From Process Monitor Screen select menu items as follows:
Go > Process Financial Information > Process Journals.
3. From Process Journals Screen select menu items as follows:
Use > Journal Entry > Journal Entry Header > Add.
4. At “Add -- Journal Entry” panel enter Cash Receipt post date and click “OK”.
5. At “Header” Panel enter the following required information:
 - A. Ledger Group enter “ACTUALS” (Should default).
 - B. Ref No enter the letters “DR” and the 6 digit Deposit Record number, for example “DR123456”.
 - C. Source enter “CR” for all cash and check entries or enter “CRE” for all electronic entries such as credit cards and wires.
 - D. Long Descr enter your Dept/Div identification followed by the description used on your Deposit Record.
6. Click on “Lines” Panel enter the following required information:
 - A. Account, Fund and Org.
 - B. Enter dollar amount. (Note: Debit = Positive and Credit = Negative
For your revenue account entries, you will need to enter a minus sign before the dollar amount as this is a credit entry.
For your cash account entries, your dollar amount will be positive as this is a debit entry.
* Use the tapes from your deposit preparation to aid in grouping your Fund and Org entries together so that you can balance your cash entries with the same Fund and Org numbers.
* Note that the Fund and Org will drop down automatically to your next line, so you must change these fields if you are entering to more than one Fund and Org.
 - C. Enter Line Descr - This information will be the same as what you would normally put in the description field of the Cash Input sheets. This field enables you to describe what is being posted for this particular line item.
7. To enter the next line of your entry either click the “Insert Row” icon or hit the F7 key and repeat step 6 for all other entries for this deposit. remembering to balance your cash with the same Fund and Org numbers.
8. After you have entered all of your line items, click the “Edit Check” icon. If the “Status” is E, correct the errors and redo the “Edit Check”.
9. When the “Status” comes back as V, click the “Budget Check” icon.
10. When the “BCM Status” comes back as V, click the “Submit for Approval icon.”
11. Click on the print icon to obtain a hard copy of the Cash Receipt.
12. Make sure that your total cash Debits equals your deposit amount.
13. Sign off on the Cash Receipt print out and send the printout, yellow copy of the Deposit Record and any other backup documentation to Finance.
14. Send deposits to Revenue Department.

#

Date _____

\$ _____.

F-3

CASHIER MEMOS

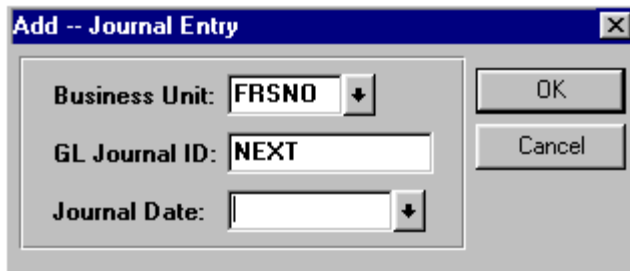
Preparation of Cash Memos will be as follows:

- 1. Fill out top portion with Date, Dollar Amount and Name.**
- 2. Fill out middle portion with Account No, Fund, Org and Project information (if used).**
- 3. Fill out Description in brief detail. Note, this is the information that will be posted in the Line Descr in PeopleSoft.**
- 4. Check proper boxes for type.**
- 5. Fill out Check Info box.**
- 6. Sign Name and place your number beside.**

If you prepare your own deposits you will follow the same PeopleSoft posting instructions as listed above. If you do not you will continue to prepare the Cashier Memo and deliver it to Business License.

Entering a Cash Receipt

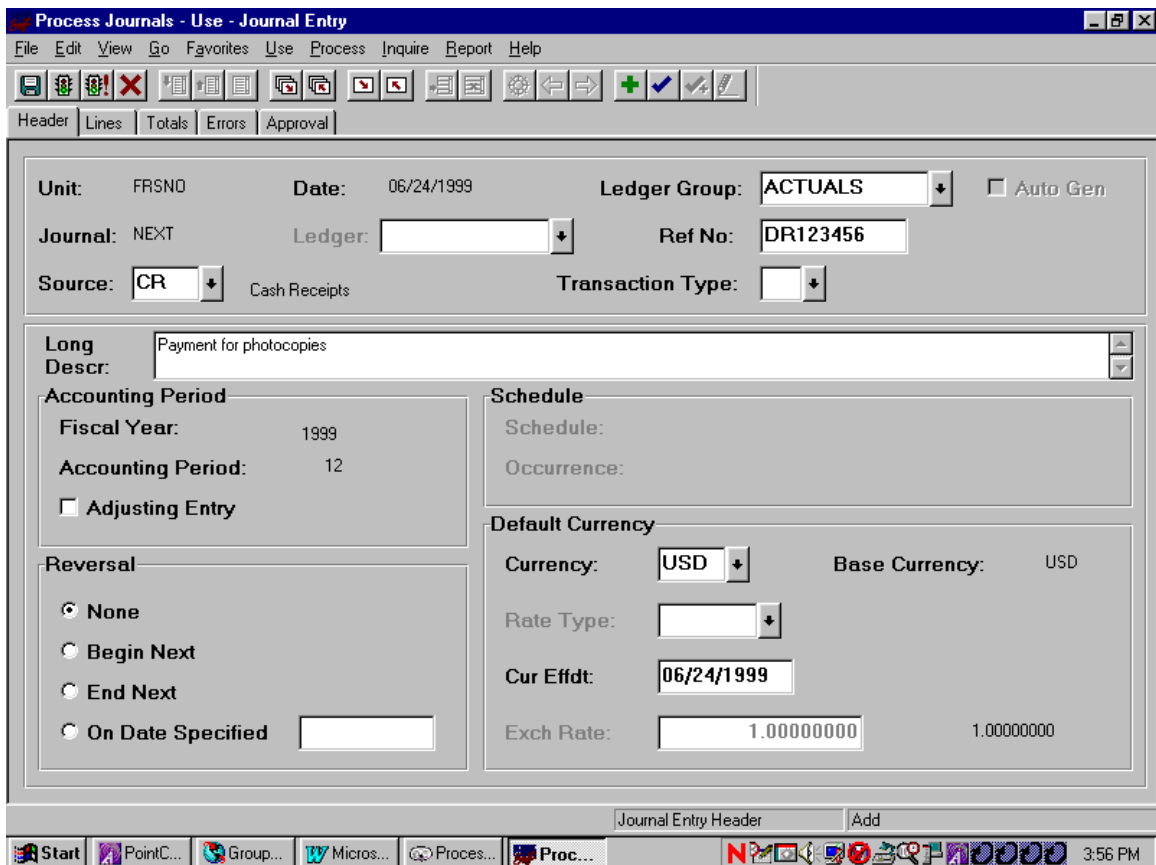
| | |
|-----|---|
| Go | Process Financial Information Process Journals |
| Use | Journal Entry Journal Entry Header Add |



The 'Add -- Journal Entry' dialog box contains the following fields and buttons:

- Business Unit: FRSNO (dropdown)
- GL Journal ID: NEXT (text box)
- Journal Date: (empty text box with a dropdown arrow)
- Buttons: OK, Cancel

Enter the date (MMDDYY) you want the Cash Receipt to post. Click OK.



The 'Process Journals - Use - Journal Entry' window displays the following information:

Unit: FRSNO Date: 06/24/1999 Ledger Group: ACTUALS ☐ Auto Gen

Journal: NEXT Ledger: (empty dropdown) Ref No: DR123456

Source: CR Cash Receipts Transaction Type: (empty dropdown)

Long Descr: Payment for photocopies

Accounting Period

- Fiscal Year: 1999
- Accounting Period: 12
- ☐ Adjusting Entry

Reversal

- ☒ None
- ☐ Begin Next
- ☐ End Next
- ☐ On Date Specified (empty text box)

Schedule

- Schedule: (empty text box)
- Occurrence: (empty text box)

Default Currency

- Currency: USD Base Currency: USD
- Rate Type: (empty dropdown)
- Cur Effdt: 06/24/1999
- Exch Rate: 1.00000000 1.00000000

Journal Entry Header Add

On the Header Panel, select CR or CRE for the Source field. CR for normal cash receipts and CRE for electronic cash receipts (credit cards, wire transfers, etc). Type the Deposit Record number into the Ref No. field (ex. DR123456). Place a description/purpose of the cash receipt into the Long Description field. The Ledger Group will default to Actuals. The Ledger Group, Ref No., Source, and Long Description are required fields. No other information is needed for the Header panel. Move to the Lines panel.

Process Journals - Use - Journal Entry

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors Approval

Unit: FRSNO Date: 06/24/1999 Ledger Group: ACTUALS ☐ Auto Gen
 Journal: NEXT Ledger: Source: CR Ref No: DR123456

☐ Errors Only

| Line # | Ledger | Unit | Account | Fund | Org | Program | Sub-Cls | BY | Pri/Gr | Affl | N/R |
|--------------------|---------|------|---------|------|-----|---------|---------|------|--------|------|-----------|
| 1 | ACTUALS | FRSN | | | | | | 1999 | | | N |
| USD | | 0.00 | | | | | | | | | |
| Not Budget Checked | | | | | | | | | | | SpeedType |

Unit: FRSNO Lines: 0.00 DR 0.00 CR Status: N BCM Status: N

Journal Entry Lines Add

On the Lines panel, enter the chartfields for Account, Fund, Org, and Amount. If this entry is project related, you will need to input information into the chartfields for Project/Grant, PC Unit, Activity, and Resource Type.

Add another line for your debit or credit entry. You will need to add the project identifiers, as they do not drop down into the next line.

After entering all of the chartfield information, perform an Edit Check.



If the Status is E, correct the chartfield and balancing errors.

When the Status comes back as V, perform a Budget Check.



When the BCM Status comes back as V, click on the Submit for Approval icon.

Click on the print icon to obtain a hard copy of the Cash Receipt.



Sign off on the cash receipt printout. Send the printout and backup documentation to General Accounting for review.

Accounting Entry Instructions For:

- (I) Trust and agency funds
- (II) Uniform remittances to Prudential Overall, and
- (III) Employee mileage reimbursements.

I. Trust & Agency Funds - Accounting Entries for Cash Receipts and Cash Disbursements.

When to use:

Trust funds are used when the City will be acting in a *trustee* capacity for another fund or entity. In a trust fund, the City exercises some degree of control over management and discretion over the assets in the fund. Trust fund examples include: Bond Deposits, Bid Deposits, B-job Deposits, and Convention Center Box Office.

Agency funds are used when the City will be acting in a mere *custodial* capacity for another fund or entity. In these funds, the City receives, temporarily invests, and remits cash to the rightful owners. Management over assets in the fund are very minimal, if at all. Agency funds must be used when accounting for “pass through” grants, most special assessments collected from property owners, and deferred compensation plans.

Chartfields

Be sure to note that all trust & agency funds begin with a number “6” (one exception, Convention Center Box Office, fund begins with a “4”).

Accounting Entries

Cash Receipts entry:

Cash collected in trust or agency fund should be credited to a liability account since rights to the cash belong to another fund or entity or is subject to an agreement. Finance has determined that account 22900, *Deposits from Others*, be used for all cash receipts in non-expendable trusts.

Debit: Fund (6...)- Org - 10110 (cash)
Credit: Fund (6...)- Org - 22900 (deposits from other)

Disbursements entry:

When you disburse funds from a trust or agency fund on behalf on another fund or entity, the fund is reducing it's liability to them. Accordingly, disbursements should be coded to account 22900 as well.

During voucher entry, enter the trust/agency fund number, the org, and be sure to enter account 22900. Your entry will be posted to the GL as follows:

Debit: Fund (6...)- Org - 22900 (deposits from other)
Credit: Fund (6...)- Org - 10110 (cash)

Revenue entry:

If, by agreement, the trust or agency fund is entitled to retain any portion of the deposit, that portion should be recorded as revenue. This posting will occur by way of a JE, normally after final disbursements.

Debit: Fund (6...)- Org - 22900 (deposits from other)
Credit: Fund (6...)- Org - 10100 (cash)

Simultaneously,

Debit: Fund (varies)- Org - 10100 (cash)
Credit: Fund (varies)- Org - Varies (depends on type)

(Zeros trust/agency funds and records the excess cash and revenue in the appropriate fund).

II. Payments to Prudential Overall for uniforms

The portion that is paid to from the employee's withholding should be submitted on a direct voucher charging fund 63583, *Payroll Withholding Clearing*, using your org., and account 20327, *Uniform Withholding Payable*. The portion that is the obligation of the City, should be paid from your home fund-org-account structure.

III. Payments for Mileage Reimbursement (nonrecurring)

Reimbursement payments to employees for mileage should be coded to your fund, your org, and account 55805, *Mileage Reimbursement (nonrecurring)*. Use this account for reimbursing all mileage other than monthly automobile allowance.

New-7/28/99

Appropriation Transfers

Submitting an Appropriation Transfer Form

The purpose of this form is to request a transfer of appropriations, thus modifying the existing budget. This form may be used in two instances. These instances are:

- !** To request transfers between the following categories of accounts: Personnel, Non-Personnel and Contingency. Please do not submit transfers to/from accounts within these main account types.

However, budgets are constructed at the section level (which are rolled up into the personnel, non-personnel and contingency accounts) and therefore you must list the general ledger account (detail line item) that you wish to transfer to/from.

- !** This form may also be used to transfer appropriations between existing divisions within the same fund.

Appropriation Transfer forms will be available on the City's local area network (LAN) on the "U" drive in Word perfect under the file name "Finance Forms", or the forms can be ordered through the Central Printing office.

To initiate an appropriation transfer, please complete the form as follows:

- !** Enter the accounting date under the "date" field.
- !** Enter the budget analyst's name assigned to your department/division. Also enter your name/division and telephone extension.
- !** Enter the accounting chartfield information "from" lines A-I. These are the chartfields that you are transferring appropriations from: Account, Fund, Org, Budget Year and Dollar Amount. The budget year will always be the current fiscal year.
- !** Enter the accounting chartfield information "to" lines J-R. These are the chartfields that you are transferring appropriation to: Account, Fund, Org, Budget Year and Dollar Amount. The "from" and "to" dollar amounts must equal one another.
- !** Enter the total amount of the appropriation transfers requested where it is listed "Total Amount (A-I)" and "Total Amount J-R)". You are allowed up to nine transfer lines per document.

Appropriation Transfer (Continued)

Enter a detailed explanation of why the transfer is necessary under the box “detailed justification provided by requesting division.” This statement should include the reason why an availability of funding exists to make the transfer, and any other pertinent information as to why you are seeking modification to the budget.

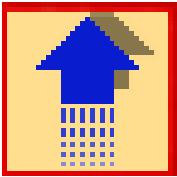
- ! Obtain signature of responsible official in the division and department authorizing the request.**
- ! Submit the Appropriation Transfer form to the Budget Office for approval.**
- ! Once approved, the Budget Office will forward the Appropriation Transfer form to the Finance Division for processing.**

Please note that the appropriation controls are now at the fund/org (division) level for both operating and capital budgets. Accounts are also controlled at the personnel, non-personnel, and contingency levels, rather than at individual line item level.

PeopleSoft Budgetary System



| Fund | Org | Account |
|-------|--------|---------------|
| 10101 | 150200 | Non-Personnel |



Roll Up to Control Level



| Fund | Org | Account |
|-------|--------|---------|
| 10101 | 150201 | 56107 |
| | 150202 | 55801 |
| | 150203 | 52401 |

Appropriation Transfer

Journal AT No.:

BSMD Reference No.:

Date _____

To BSMD Budget Analyst:

From (Name, Division):

Request the following transfer(s) of appropriations:

| | | Account | Fund | Org. | Budget Year | Amount |
|------|---|---------|------|------|-------------|--------|
| From | A | | | | | |
| | B | | | | | |
| | C | | | | | |
| | D | | | | | |
| | E | | | | | |
| | F | | | | | |
| | G | | | | | |
| | H | | | | | |
| | I | | | | | |

Total Amount (A-I)

| | | | | | | |
|----|---|--|--|--|--|--|
| To | J | | | | | |
| | K | | | | | |
| | L | | | | | |
| | M | | | | | |
| | N | | | | | |
| | O | | | | | |
| | P | | | | | |
| | Q | | | | | |
| | R | | | | | |

Total Amount (J-R)

Detailed justification provided by requesting division:

Signature (Division)

Signature (Department)

BSMD Budget Analyst recommendation:

Approved
Disapproved

Budget Analyst

Budget Manager

Date

08/02/99(09:09)

Distribution: ☐ Original and one copy to BSMD ☐ copy to department ☐ copy to originator

Fixed Assets

Fixed Asset Entry

Key Terms:

Fixed Asset: An item or piece of property that has a cost of \$1,000 or more and is “capable” of being utilized for two or more years. All fixed assets must be capitalized.

Capitalize: To account for the cost of an item as an asset in the general ledger and add the item to a depreciation schedule. The cost may be written off (depreciated) over a period of time. Whether an item is depreciated, will depend on the type of asset and the type of fund.

Construction in progress: Cumulation of related costs that will eventually constitute one fixed asset. For example, the costs to construct a house would be cumulated in a “construction in progress” account until the house is completed. The Projects Costing Team has designated specific project identifier codes to track specific Construction in Progress accounts. Contact Bob Holman or Evelyn Parangalen if you need assistance with assigning project codes.

Overview:

This section serves as a quick reference for the recording and processing of fixed assets. It is important to note that the Asset Management module will not go live on July 1. Expected live date will be mid September. Accordingly, to facilitate this window period, we will require special entries to add assets that will not apply after the live date for the Asset Management module. Additional instructions will follow after the AM module is implemented.

PeopleSoft allows transactions to be classified as fixed assets at various levels: 1) Requisition, 2) Purchase Order, 3) Receiver, 4) Voucher, and 5) Manual Entry. Following are basic instructions for each transaction level.

Before proceeding, it is important to note two important items:

First, the City requires that we also track purchased property with a cost of \$300 - \$999 that are considered “sensitive”. A sensitive asset is one that is susceptible to theft, highly liquid, or can easily be converted to personal use. Examples might be camera equipment or power tools. Please use good judgement in this area until a formalized list has been drafted. Second, if a purchased item is a component of a CIP asset, then it is not necessary to meet the \$1,000 minimum cost requirement, since the total CIP will be greater than that minimum.

Flag both fixed assets and sensitive assets in the same manner during the window period, by utilizing the comments field as explained later. This will enable us to track and analyze these transaction later via queries.

Fixed Asset Entry - Requisitions:

The following instructions apply until we “go live” with the Asset Management module. After that module has been installed, a supplementary procedure manual will be issued. For now, we will utilize the Comments Field to flag fixed assets.

To allow us to query your fixed asset acquisitions, it is extremely important that you enter the word “Asset” in the comment field. You can follow this with any comment you want but the first word must be the word Asset.

There are two comments fields you can utilize: Header Comments and Line Item Comments. Use Header Comments when the entire requisition is a fixed asset(s). Use Line Item Comments when only certain line items on the requisition are fixed assets.

Line Item Fixed Assets - Use when only certain lines pertain to fixed assets.

1. While in the Requisition Panel, place a check mark (/) in the Line Box, as illustrated below (middle left of the panel). The boxes at the bottom of the panel will then blacken.

(Figure 1)

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Header Details Form Defaults Activities

Unit: FRSNO Requisition ID: NEXT Req Date: 06/29/1999 Status: Pending Approval Origin: ONL

Requester: Cochran, Eric

| Line | Item / Category | Quantity / Desc | UOM / ShipTo | Price / Date | Com |
|-------------------------------------|-----------------|-----------------|--------------|--------------|-----|
| <input checked="" type="checkbox"/> | 1 | | | | |
| | | | BUDGET | | X |

Line Details... Line Defaults... Item... Schedule... Comments...

Requisition Form Add

2. At the bottom of the panel, click on the “Comments” box. The following panel will appear.

(Figure 2)

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Header Details Form Defaults Activities

Unit: FRSNO Req ID: NEXT Requester: Cochran,Eric

Line: 1 Item:

Comment #: 1

☐ Send to Vendor

Associated Document

File Name: [] [] []

Comments: Specs Nbr: []

Asset

Line Comments Add

Consider leaving Send to Vendor box blank since your comments will print. Begin your comment with the word Asset, or simply type Asset.

Header Line Assets - Use when entire requisition pertains to a fixed asset(s).

Refer to figure one. Approximately one-fourth down the panel you will see the tab "Header Details". Click on that tab and the following panel will appear.

(Figure 3)

Consider leaving the Send to Vendor box blank since your comments text will print.

Begin the comments field with the word Asset

Requisition Items - Use - Requisitions

File Edit View Go Favorites Use Process Inquire Report Help

Requisition Form Header Details Form Defaults Activities

Unit: FRSNO Req ID: NEXT

Tot Value: 0.00 Post Document: N Post Status: None

☐ Hold From Further Processing BCM Status: Not Chk'd

Comment #: 1

☐ Send to Vendor

Associated Document

File Name: [] [] []

Standard Comments

Std Type: [] Comment ID: []

Comments

Asset

Header Details Add

Fixed Asset Entry - Purchase Orders

After completing your line item entry, approximately one-fourth down the purchase panel, select the tab titled “Comments”

(Figure 4)

Select
Comments
Panel >

The screenshot shows the 'Manage Purchase Orders - Use - Purchase Order' window. The 'Comments' tab is selected. The window displays fields for Unit (FRSNO), PO (NEXT), Vendor, ID, PO Date (06/29/1999), and Buyer. There is a 'Fetch Lines' section with 'From' (1) and 'To' fields. Below these is a table with columns: Line, Item ID, Item Description, UOM, and Order Qty. The table has one row with Line 1. At the bottom, there are 'Lines' and 'Add' buttons.

After selecting “comments” the following panel will appear. Decide if the entire PO pertains to a fixed asset(s) or if only certain line items. Make this selection as shown below. Note that if you select “line” a box will appear asking for which line item your comment pertains to.

(Figure 5)

If you do not
want your
comments
sent
to vendor,
leave blank.

Type:
determine
whether fixed
asset relates
to a line item
or entire PO.

Asset must
be the first or
only word in
the
Comments
box.

The screenshot shows the 'Manage Purchase Orders - Use - Purchase Order' window with the 'Comments' tab selected. The 'Type' dropdown menu is open, showing options: Line, Header, Line (highlighted), and Ship To. The 'Send to Vendor' checkbox is unchecked. The 'Sorting Method' is set to 'Number' and 'Sort Seq' is 'Ascending'. The 'File Name' field is empty. The 'Asset' text box is visible at the bottom.

Fixed Asset Entry - Receiver

Once the Asset Management module goes live, there is a tab in the Receiver panels to flag fixed assets. For now, we will work with the resources available.

As discussed, the “comments” field will be utilized to flag fixed assets until AM goes live.

In the Receive Shipments panel

Select the Use hang down menu

Select Receipt Activity and Comments

Select Comments

Once you have entered the criteria info, click on the OK button and the following panel will appear. Again, determine whether the comment relates to the entire receipt (Comment Header) or to individual line item(s) (Line Header). Start your comment with the word Asset .

(Figure 6)

Header Comment
Enter Asset
must be the first
or only word
in this field.

OR

**Line Item
Comment.** Asset
must be the first
or only word in
this field.

Receive Shipments - Use - Receipt Activity and Comment

File Edit View Go Favorites Use Process Inquire Report Help

Activity Comment

Receipt Header Comment 1 Business Unit: FRSNO Recv No: 0000000154

Asset

Recv Line: 1 Item ID: Desk

Receipt Line Comment 1

Asset

Lines Add

Whether entering a PO Voucher or a Direct Voucher, select the Comments tab and enter Asset as the first or sole word in the comments text field as shown below.

Select
Comments Tab
>

Enter Asset as
first word
or only word.

The screenshot shows a software window titled "Enter Voucher Information - Use - Voucher". It has a menu bar with File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, and Help. Below the menu is a toolbar with various icons. The "Comments" tab is selected in the tab bar. The window contains several fields: Unit (FRSND), Invoice (po-326-01), Vendor (Office Depot), Voucher (00000266), Date (06/17/1999), and ID (0000000008). Below these is a section for "Voucher Comments" with a text area containing the word "Asset". Below that is a section for "Payment Comments" with a text area that is empty. At the bottom of the window are buttons for "Comments" and "Update/Display".

Fixed Asset Entry - Manual Entry (JE's)

Obviously, there will be no direct entries to the Asset Management module during the window period. However, it is possible that Fixed Assets will need to be Journal Entered directly into the general ledger, including reclassifying transactions as fixed assets. Tracking these entries during the window period will require a logging of all JE's that are coded to fixed assets accounts or groups. Copies of these JE's are to be given to Don Van Wyck. When AM goes live, the module will be updated based on the logged fixed asset JE's. For all intents and purposes, the field users will not prepare manual JE's to add fixed assets. These entries will most likely be confined to the Accounting Section. All other users should enter fixed assets via Requisitions, Receivers, PO's, and Vouchers.

Chartfield Maintenance

The PeopleSoft Chartfield Maintenance Form is used to request a modification to the chartfields of the PeopleSoft Accounting System. The “chartfields” are categorized as follows:

- ! Fund (Governmental, Proprietary, Fiduciary)**
- ! Organization (Department, Division, Section)**
- ! General Ledger Account (Assets, Liabilities, Equity, Revenue, Expenditure)**

PeopleSoft Chartfield Maintenance Forms will be available on the Local Area Network (LAN) on the “U” Drive under “Finance Forms”.

To request a modification to the PeopleSoft Fund, Org, Account, or Project, simply complete the form as follows:

- ! New or Existing - Check the box whether this request is to add a new chartfield or modify existing chartfields in PeopleSoft.**
- ! For Resolution Dated - Specify the date of the Council Meeting if this request is in relation to an City Council agenda item.**
- ! Effective Date - Specify the date you wish this addition or modification to the chartfields dated on the system. Chartfield information is never deleted, but rather “effective dated”. This is the date that the change to the chartfields will commence. Any old structure will remain active until the date of the modification.**

Please check the box of the category(ies) that you wish to add/modify:

- ! Fund Name - If you are requesting a new fund to be established, please provide as much information as possible. Information required is as follows: proposed name for the fund, the purpose or intent of the fund, the sources and uses of the fund (sources of revenues, nature/intent of expenditures), and if any legal restrictions will exist on the funds.**

If you are requesting an existing fund be renamed or closed, please designate the name of the fund and fund number that you wish to modify. Also state the number of the fund that should receive any residual balance upon closure.

- ! Organization Name - If you are requesting a new organization (either Department, Division or Section), please specify the proposed name for the new org. If you are modifying an existing org structure, please designate the name and number of the existing org.**
- ! General Ledger Account - If you are requesting a new general ledger account, please indicate the proposed name of the account. For example, to add an expenditure account, indicate "Office Supplies" on the line next to General Ledger Account Name and check the box as to the nature of the account "expenditure".**

The last step prior to submitting the form for processing, is to print your name and extension number in the field "Requested by". Fill in the date that you prepared the form. Finally, submit the completed form to General Accounting, Finance Division for processing. Once the chartfield numbers have been established, General Accounting will notify you of the new/modified chartfield numbers and established titles.



**CITY OF FRESNO - FINANCE DIVISION
PEOPLESFT CHARTFIELD MAINTENANCE FORM**

MAINTENANCE REQUESTED:

FOR RESOLUTION DATED: _____

NEW

EXISTING

EFFECTIVE DATE: _____

-

FUND NAME:

Purpose/Intent:

Sources/Uses of Funds:

Legal Restrictions, If Any:

**ORGANIZATION
NAME:**

Department:

Division:

Section:

**GENERAL LEDGER ACCOUNT
NAME:**

Nature:

Asset

Revenue

Liability

Expenditure/Expense

Equity

REQUESTED BY: _____ **DATE:** _____

-

| ACCOUNTING USE ONLY | |
|----------------------------|--------------------|
| FUND NUMBER: | ORG NUMBER: |
| G/L ACCOUNT NUMBER: | |
| COMPLETED BY: | DATE: |

Financial Reports

Financial Reports

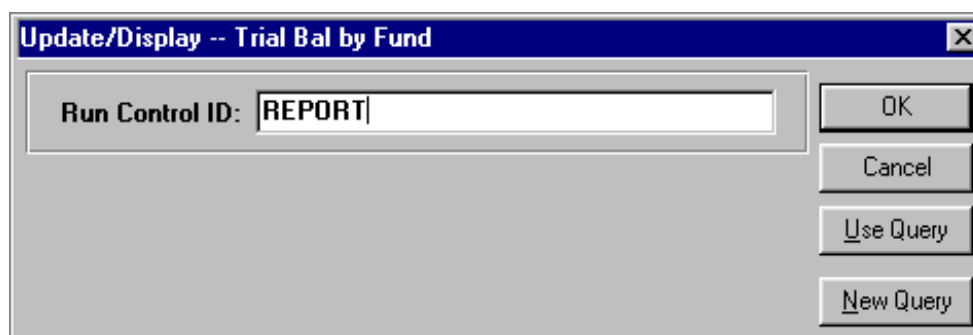
Currently, there are nine standard financial reports available to the field. To administer a financial report, select the following:

| | |
|---------|-----------------------|
| Go | COF Financial Reports |
| Reports | <i>Select Report</i> |

Please make a selection from the drop down menu as follows:

- ! Trial Balance by Fund
- ! Expenditure Summary Report
- ! Revenue Summary Report
- ! Expend Est Rpt by Org
- ! Expend Est Rpt by Division
- ! Revenue Est Rpt by Org
- ! Journal Activity Report
- ! Unpaid Voucher Status Report
- ! Vouchers by Origin and Operator ID

To select a report for the first time, select the add feature. At this point you will need to name your report for future use. *Remember that these fields are case sensitive.* If you have run this report previously, select update/display and PS will prompt you for the Run Control ID as seen below. Select OK.



Update/Display -- Trial Bal by Fund

Run Control ID:

OK

Cancel

Use Query

New Query

Financial Reports (Continued)

Trial Balance by Fund

The Trial Balance by Fund Report displays a fund's balance sheet amounts at a specific date.

The Business Unit will default the FRSNO as well as the ACTUALS ledger. Enter the Fund Code Option, Fund Code From and To, as well as the Fiscal Year and To Period.

The Fund Code Option will default to All unless you select Some from the drop down menu and enter the required criteria.

At the time you select Some, the Fund Code from and to will appear. At this time, enter the fund numbers you wish to appear on the trial balance. The To period in this example is 03, which covers the time period 01 to 03, or July 1 to September 30, 1999.

COF Financial Reports - Reports - Trial Bal by Fund

File Edit View Go Favorites Reports Help

Parameters

Operator ID: KATET

Run Control ID: REPORT

Report Request Parameters

Unit: FRSNO

Ledger: ACTUALS

Fund Code Option: Some

Fund Code From: 50103

To Fund Code: 50103

Fiscal Year: 2000

To Period: 03

Parameters Update/Display

Select the Print icon to print the report to the network printer.

Please see pages at end of section for a display of this report.

Financial Reports (Continued)

Revenue and Expenditure Reports

The Revenue and Expenditure Reports will display the revenue and/or expenditure activity summarized at the account (line item) level for a duration of time. The Revenue and Expenditure Est Reports include budget estimates/projections as well.

There are 5 various revenue and expenditure reports to choose from. Each report varies slightly and works within the constraints of the criteria entered. Each panel defaults with the Business Unit and the Actuals Ledger. The panel will prompt you to enter the Fiscal Year, the To Period, the Fund Code and other information to query by such as the Department, Division, and Org.

CDF Financial Reports - Reports - Expenditure Summary Rpt

File Edit View Go Favorites Reports Help

Parameters

Operator ID: KATET

Run Control ID: REPORT

Report Request Parameters

Unit: FRSNO Fiscal Year: 2000

Ledger: ACTUALS To Period: 3

Fund Code Opt: Some Dept Opt: All

Fund Code From: 50103

To Fund: 50103

Parameters Update/Display

Next, select the Printer icon to print the report to the local network printer.

Financial Reports (Continued)

Journal Activity Report

The Journal Activity Report will print the journal activity for a specified period of time for your fund, dept or org structure. Again, the Business Unit and Actuals Ledger will default and will not require entry. The remainder of the values must be entered such as Fund Code From and To, Dept/Org Option, the Accounting Periods or Posting Dates and the Fiscal Year.

The example below selects the journal activity for a one month period of July 1 to July 31, 1999 for posted journals within the ISF-Finance fund 50103 from the Actuals ledger.

The screenshot shows a software window titled "COF Financial Reports - Reports - Journal Activity Report". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Reports", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into sections for "Report Params", "Operator ID", "Run Control ID", "Report Request Parameters", "Business Unit and Ledger Criteria", "Fund and Dept (Org) Criteria", and "Date Criteria".

Report Params

Operator ID: KATET

Run Control ID: REPORT

Report Request Parameters

Business Unit and Ledger Criteria

Bus Unit Option: Value Bus Unit: FRSNO

Ledger Option: Value Ledger: ACTUALS

Fund and Dept (Org) Criteria

Fund Code Option: Some Fund Code From: 50103 To: 50103

Dept (Org) Option: All

Date Criteria

Fiscal Year: Accounting Periods

2000 Posting Dates From Date: 07/01/1999 To Date: 07/31/1999

Journal Activity Report Update/Display

Next, select the printer icon to print the report. See pages at end of section for an example of this report.

Financial Reports (Continued)

Unpaid Voucher Status Report and Vouchers by Origin and Oper ID

The final two reports relate to inquiring as to the status of direct vouchers entered by the field. Select Unpaid Voucher Status Report for the status unpaid vouchers, or Vouchers by Origin and Oper ID for the status of paid vouchers. Next, enter your Run Control ID. In this example, we have used the same Run Control ID for all of our reports.

Enter the range of dates from which you are inquiring. This date range will reflect the accounting date of the voucher(s).

The screenshot shows a software window titled "CDF Financial Reports - Reports - UnPaid Voucher Status Report". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Reports", and "Help". Below the menu bar is a toolbar with various icons for file operations and report generation. The main area of the window is divided into sections. The top section contains fields for "Operator ID:" (KATET), "Run Control ID:" (REPORT), and "Language:" (English). Below this is a section titled "Report Request Parameters" which contains a "Date Range" section with "From Date:" (07/01/1999) and "Thru Date:" (07/31/1999). At the bottom of the window, there is a status bar with the text "Vouchers by Origin OperID" and "Update/Display".

| | | | |
|---------------------------|------------|-----------|---------|
| Operator ID: | KATET | Language: | English |
| Run Control ID: | REPORT | | |
| Report Request Parameters | | | |
| Date Range | | | |
| From Date: | 07/01/1999 | | |
| Thru Date: | 07/31/1999 | | |

Finally, select the print icon to print to the Local Area Network printer in your area.

Voucher Status Reports

CDF Financial Reports - Reports - Vouchers by Origin and Oper ID

File Edit View Go Favorites Reports Help

ZAPC0030 parms

Operator ID: KATET
Run Control ID: REPORT
Language: English

Report Request Parameters

Date Range
From Date: 07/01/1999
Thru Date: 07/31/1999

UnPaid Voucher Status | Update/Display

Report ID: ZGLS0010

City of Fresno
TRIAL BALANCE BY DETAIL FUND
As of Year 1999 and Period 12

Page No. 1
Run Date 06/28/1999
Run Time 11:11:44

Fund Type: 50000F
Subfund: 50100F
Detail Fund: 50103 Finance ISF

| Account | Description | Beginning Balance | Debit | Credit | Ending Balance |
|---------|------------------------------|-------------------|----------|----------|----------------|
| 10100 | Equity in Pooled Cash | 0.00 | 2,255.38 | 1,220.28 | 1,035.10 |
| 10400 | Treasury Interest Receivable | 0.00 | 1,506.41 | 1,506.13 | 0.28 |
| 11500 | Accounts Receivable | 0.00 | 0.00 | 253.88 | -253.88 |
| 20200 | Accounts Payable | 0.00 | 162.21 | 162.21 | 0.00 |
| 32201 | Bldg Permit New, Add Alter | 0.00 | 0.00 | 301.00 | -301.00 |
| 36101 | Interest | 0.00 | 53.39 | 1,501.77 | -1,448.38 |
| 52901 | Recurring vehicle Allowance | 0.00 | 92.00 | 0.00 | 92.00 |
| 53402 | Specialized Services | 0.00 | 34.00 | 34.00 | 0.00 |
| 55804 | Misc. Subsistence Expense | 0.00 | 702.00 | 0.00 | 702.00 |
| 56101 | Clothing & Personal Supplies | 0.00 | 12.00 | 0.00 | 12.00 |
| 56103 | Copiers | 0.00 | 124.00 | 124.00 | 0.00 |
| 56104 | Freight | 0.00 | 4.21 | 4.21 | 0.00 |

Report ZGLS0010 had no entries

End of Report

Report ID: ZGLS0030

City of Fresno
EXPENSE LEDGER SUMMARY BY FUND BY ORG
As of Year 1999 and Period 10

Page No. 1
Run Date 06/29/1999

Run Time 11:18:51

Fund Type: 10000F General
Subfund: 101000F General Funds
Detail Fund: 10101 General Fund
Department: 110000 City Manager Department
Division: 110100 City Manager Division
Organization: 110101 City Manager Admin & Management

| Account Description | Current Year Appropriation | M-T-D Expended | Y-T-D Expended | Y-T-D Emcumbered | Exp + Enc | Free Balance | Percent Used | |
|--|-------------------------------|-------------------|-------------------|---------------------|------------------|------------------|-----------------|------|
| 52901 Recurring Vehicle Allowance | 0.00 | 123.00 | 1,007.00 | 0.00 | 1,007.00 | -1,007.00 | 0.00 | |
| 53301 Prof Svcs/Consulting - Staff | 100.00 | 250.00 | 250.00 | 0.00 | 250.00 | -150.00 | 250.00 | |
| 53302 Prof Svcs/Consulting - Outside | 300.00 | 147.00 | 4,032.00 | 0.00 | 4,032.00 | -3,732.00 | 1,344.00 | |
| 53303 Public Relations & Information | 200.00 | 63.00 | 3,740.00 | 0.00 | 3,740.00 | -3,540.00 | 1,870.00 | |
| 53304 Prof Svcs (Non-Consulting)-O/S | 100.00 | 123.00 | 123.00 | 0.00 | 123.00 | -23.00 | 123.00 | |
| 53401 Hazardous Waste Management | 0.00 | 0.00 | 147.00 | 0.00 | 147.00 | -147.00 | 0.00 | |
| 56102 Office Equipment--Under 300 | 0.00 | 0.00 | 0.00 | | 1,077.51 | 1,077.51 | -10772.51 | 0.00 |
| Total Org: 110101 City Manager Admin & Manage | 700.00 | 706.00 | 9,299.00 | 1,077.51 | 10,376.51 | -9,676.51 | | |
| Total Div: 110101 City Manager Division | 700.00 | 706.00 | 9,299.00 | 1,077.51 | 10,376.51 | -9,676.51 | | |
| Total Dept: 110000 | 700.00 | 706.00 | 9,299.00 | 1,077.51 | 10,376.51 | -9,676.51 | | |
| Total Fund: 101101 General Fund | 700.00 | 706.00 | 9,299.00 | 1,077.51 | 10,376.51 | -9,676.51 | | |
| Total Subf: 10000F General | 700.00 | 706.00 | 9,299.00 | 1,077.51 | 10,376.51 | -9,676.51 | | |

Report ID: ZGLS0030

City of Fresno
EXPENSE LEDGER SUMMARY BY FUND BY ORG
As of Year 1999 and Period 10

Page No. 2
Run Date 06/29/1999
Run Time 11:18:51

Fund Type: 10000F General
Subfund: 101000F General Funds
Detail Fund: 10101 General Fund
Department: 110000 City Manager Department
Division: 110100 City Manager Division
Organization: 110101 City Manager Admin & Management

| Account Description | Current Year Appropriation | M-T-D Expended | Y-T-D Expended | Emcumbered | Exp + Enc | Free Balance | Percent Used |
|---------------------|-------------------------------|-------------------|-------------------|------------|-----------|-----------------|-----------------|
| Grand Total | 700.00 | 706.00 | 9,299.00 | 1,077.51 | 10,376.00 | -9,676.51 | |

End of Report

Report ID: ZGLS0040

City of Fresno
EXPENSE LEDGER SUMMARY BY FUND BY ORG
As of Year 1999 and Period 12

Page No. 1
Run Date 06/29/1999
Run Time 11:51:42

Fund Type: 40000F Enterprise
Subfund: 40500F Sewer System
Detail Fund: 40525 UGM SEWER OVERSIZE SA
Department: 180000 Public Works Department
Division: 185000 UGM Capital
Organization: 185000 UGM Capital

| Account Description | Estimated Revenue | Actual Receipts | Transfers | Total Revenue | Balance Anticipated | Percent Received |
|-----------------------------------|-----------------------------|-----------------|-----------|---------------|---------------------|----------------------|
| 34854 UGM Developer Contributions | 0.00 | 29,000.00 | 0.00 | 29,000.00 | -29,000.00 | 0.00 |
| 36101 Interest | 0.00 | 12.69 | 0.00 | 12.69 | -12.69 | 0.00 |
| Total Org: 185000 UGM Capital | 0.00 | 29,012.69 | 0.00 | 29,012.69 | -29,012.69 | |
| Total Div: 185000 UGM Capital | 0.00 | 29,012.69 | 0.00 | 29,012.69 | -29,012.69 | |
| Total Dept: 180000 | 0.00 | 29,012.69 | 0.00 | 29,012.69 | -29,012.69 | |
| Total Fund: | 40525 UGM SEWER OVERSIZE SA | | 0.00 | 29,012.69 | 0.00 | 29,012.69 -29,012.69 |
| Total Subf: 40500F Sewer System | 0.00 | 29,012.69 | 0.00 | 29,012.69 | -29,012.69 | |
| Tot Type: 40000F Enterprise | 0.00 | 29,012.69 | 0.00 | 29,012.69 | -29,012.69 | |

Report ID: ZGLS0040

City of Fresno
EXPENSE LEDGER SUMMARY BY FUND BY ORG
As of Year 1999 and Period 12

Page No. 2
Run Date 06/29/1999

Run Time 11:51:43

Fund Type: 40000F Enterprise
Subfund: 40500F Sewer System
Detail Fund: 40525 UGM SEWER OVERSIZE SA
Department: 180000 Public Works Department
Division: 185000 UGM Capital
Organization: 185000 UGM Capital

| Account Description | Estimated Revenue | Actual Receipts | Transfers | Total Revenue | Balance Anticipated | Percent Received |
|---------------------|----------------------|--------------------|-----------|------------------|------------------------|---------------------|
| Grand Total | 0.00 | 29,000.00 | 0.00 | 29,000.00 | -29,000.00 | 0.00 |

End of Report

City of Fresno
EXPENDITURE ESTIMATE REPORT BY ORGANIZATION
As of year 1999 and Period 10

Report ID: ZGLS0080

Page No. 1
Run Date 06/29/19
Run Time 11:19:57

Division: 110100 City Manager Division
Organization: 110101 City Manager Admin & Management
Fund: 10101 General Fund

| Acct | Current Year Appropriation | M-T-D Expended | Y-T-D Expended | Y-T-D Encumbered | Exp + Enc | Free Balance | % Used | Projection 1 | Projection 2 |
|--|--|-------------------|-------------------|---------------------|-----------|-----------------|-----------|--------------|--------------|
| 52901 | Recurring Vehicle Allowance 0.00 | 123.00 | 1,007.00 | 0.00 | 1,007.00 | -1,007.00 | 0.00 | 1,208.40 | 1,253.00 |
| 53301 | Prof Svcs/Consulting - Staff 100.00 | 250.00 | 250.00 | 0.00 | 250.00 | -150.00 | 250.00 | 300.00 | 750.00 |
| 53302 | Prof Svcs/Consulting - Staff 300.00 | 147.00 | 4,032.00 | 0.00 | 4,032.00 | -3,732.00 | 1,344.00 | 4,838.40 | 4,326.00 |
| 53303 | Public Relations & Information 200.00 | 63.00 | 3,740.00 | 0.00 | 3,740.00 | -3,540.00 | 1,870.00 | 4,488.00 | 3,866.00 |
| 53304 | Prof Svcs (Non-Consulting)-O/S 100.00 | 123.00 | 123.00 | 0.00 | 123.00 | -23.00 | 123.00 | 147.60 | 369.00 |
| 53401 | Hazardous Waste Management 0.00 | 0.00 | 147.00 | 0.00 | 147.00 | -147.00 | 0.00 | 176.40 | 147.00 |
| 56102 | Office Equipment—Under 300 0.00 | 0.00 | 0.00 | 1,077.51 | 1,077.51 | -1,077.51 | 0.00 | 1,293.01 | 1,077.51 |
| Tot Fund: 10101 General fund 700.00 | | 706.00 | 9,299.00 | 1,077.51 | 10,376.51 | -9,676.51 | | 12,451.81 | 11,788.51 |

Report ID: ZGLS0080

Division: 110100 City Manager Division
Organization: 110101 City Manager Admin & Management
Fund: 22013 Amtrak Rail Station

[illegible]

City of Fresno
EXPENDITURE ESTIMATE REPORT BY ORGANIZATION
As of year 1999 and Period 10

Report ID: ZGLS0080

Page No.3

Run Date 06/29/19

Run Time 11:19:57

Division: 110100 City Manager Division
Organization: 110101 City Manager Admin & Management
Fund: 22013 Amtrak Rail Station

| Acct | Current Year Appropriation | M-T-D Expended | Y-T-D Expended | Y-T-D Encumbered | Y-T-D Exp + Enc | Free Balance | % Used | Projection 1 | Projection 2 |
|---|-------------------------------|-------------------|-------------------|---------------------|--------------------|-----------------|-----------|--------------|--------------|
| 53302 Prof Svcs/Consulting - Outside | 0.00 | 0.00 | 432.00 | 0.00 | 432.00 | -432.00 | 0.00 | 518.40 | 432.00 |
| Tot Fund: 40101 Water Enterprise | 0.00 | 0.00 | 432.00 | 0.00 | 432.00 | -432.00 | | 518.40 | 432.00 |
| Tot Org: 110101 City Manager Admin & Management | 700.00 | 706.00 | 9,731.00 | 1,077.51 | 10,808.51 | -10,108.51 | | | |
| | | | | | 12,970.21 | | | | 12,220.51 |

City of Fresno
EXPENDITURE ESTIMATE REPORT BY ORGANIZATION
As of year 1999 and Period 10

Report ID: ZGLS0080

Page No.1
Run Date 06/29/19
Run Time 11:19:57

Division: 110100 City Manager Division
Organization: 110101 City Manager Admin & Management
Fund: 22013 Amtrak Rail Station

| Acct | Current Year Appropriation | M-T-D Expended | Y-T-D Expended | Y-T-D Encumbered | Exp + Enc | Free Balance | Used | % | Projection 1 | Projection 2 |
|-----------------|--------------------------------|-------------------|-------------------|---------------------|-----------|-----------------|------|-----------|--------------|--------------|
| 51101 | Permanent Salaries | | | | | | | | | |
| | 100,00.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100,000.00 | | 0.00 | 0.00 | 0.00 |
| 51301 | Overtime | | | | | | | | | |
| | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | | 0.00 | 0.00 | 0.00 |
| 52901 | Recurring Vehicle Allowance | | | | | | | | | |
| | 0.00 | 123.00 | 1,130.00 | 0.00 | 1,130.00 | -1,130.00 | | 0.00 | 1,232.73 | 1,253.00 |
| 53301 | Prof Svcs/Consulting - Staff | | | | | | | | | |
| | 100.00 | 0.00 | 250.00 | 0.00 | 250.00 | -150.00 | | 250.00 | 272.73 | 250.00 |
| 53302 | Prof Svcs/Consulting - Outside | | | | | | | | | |
| | 5,500.00 | 0.00 | 4,464.00 | 0.00 | 4,464.00 | 1,036.00 | | 81.16 | 4,869.82 | 4,464.00 |
| 53303 | Public Relations & Information | | | | | | | | | |
| | 200.00 | 25.00 | 3,765.00 | 0.00 | 3,765.00 | -3,565.00 | | 1882.50 | 4,107.27 | 3,790.00 |
| 53304 | Prof Svcs (Non-Consulting)-O/S | | | | | | | | | |
| | 100.00 | 0.00 | 123.00 | 0.00 | 123.00 | -23.00 | | 123.00 | 134.18 | 123.00 |
| 53401 | Hazardous Waste Management | | | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 147.00 | 0.00 | -147.00 | | 0.00 | 160.36 | 147.00 |
| 53402 | Specialized Services /Tech | | | | | | | | | |
| | 1,000.00 | 10.00 | 10.00 | 0.00 | 10.00 | 990.00 | | 1.00 | 10.91 | 20.00 |
| 54101 | Utilities | | | | | | | | | |
| | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | | 0.00 | 0.00 | 0.00 |
| 56102 | Office Equipment –Under 300 | | | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 1,077.51 | 1077.51 | -1,077.51 | 0.00 | | 1,175.47 | 1,077.51 |
| Tot Div: 110100 | | | | | | | | | | |
| | 110,900.00 | 158.00 | 9,899.00 | 1,077.51 | 10,966.51 | 99,933.49 | | 11,963.47 | 11,124.51 | |

City of Fresno
EXPENDITURE ESTIMATE REPORT BY ORGANIZATION
As of year 1999 and Period 11

Report ID: ZGLS0090

Page No.1

Run Date 06/29/1999

Division: 110100

Run Time 14:23:25

| Acct | Current Year Appropriation | M-T-D Expended | Y-T-D Expended | Y-T-D Encumbered | Y-T-D Exp + Enc | Free Balance | Used | % | Projection 1 | Projection 2 |
|-----------------|--------------------------------|-------------------|-------------------|---------------------|--------------------|-----------------|------|-----------|--------------|--------------|
| 51101 | Permanent Salaries | | | | | | | | | |
| | 100,00.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100,000.00 | | 0.00 | 0.00 | 0.00 |
| 51301 | Overtime | | | | | | | | | |
| | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | | 0.00 | 0.00 | 0.00 |
| 52901 | Recurring Vehicle Allowance | | | | | | | | | |
| | 0.00 | 123.00 | 1,130.00 | 0.00 | 1,130.00 | -1,130.00 | | 0.00 | 1,232.73 | 1,253.00 |
| 53301 | Prof Svcs/Consulting - Staff | | | | | | | | | |
| | 100.00 | 0.00 | 250.00 | 0.00 | 250.00 | -150.00 | | 250.00 | 272.73 | 250.00 |
| 53302 | Prof Svcs/Consulting - Outside | | | | | | | | | |
| | 5,500.00 | 0.00 | 4,464.00 | 0.00 | 4,464.00 | 1,036.00 | | 81.16 | 4,869.82 | 4,464.00 |
| 53303 | Public Relations & Information | | | | | | | | | |
| | 200.00 | 25.00 | 3,765.00 | 0.00 | 3,765.00 | -3,565.00 | | 1882.50 | 4,107.27 | 3,790.00 |
| 53304 | Prof Svcs (Non-Consulting)-O/S | | | | | | | | | |
| | 100.00 | 0.00 | 123.00 | 0.00 | 123.00 | -23.00 | | 123.00 | 134.18 | 123.00 |
| 53401 | Hazardous Waste Management | | | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 147.00 | 0.00 | -147.00 | | 0.00 | 160.36 | 147.00 |
| 53402 | Specialized Services /Tech | | | | | | | | | |
| | 1,000.00 | 10.00 | 10.00 | 0.00 | 10.00 | 990.00 | | 1.00 | 10.91 | 20.00 |
| 54101 | Utilities | | | | | | | | | |
| | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | | 0.00 | 0.00 | 0.00 |
| 56102 | Office Equipment –Under 300 | | | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 1,077.51 | 1077.51 | -1,077.51 | 0.00 | | 1,175.47 | 1,077.51 |
| Tot Div: 110100 | | | | | | | | | | |
| | 110,900.00 | 158.00 | 9,899.00 | 1,077.51 | 10,966.51 | 99,933.49 | | 11,963.47 | 11,124.51 | |

City of Fresno
REVENUE ESTIMATE REPORT BY ORGANIZATIONS
 As of year 1999 and Period 12

Report ID: ZGLS0100

Page No.1
 Run Date 06/29/19
 Run Time 11:58:42

Division: 185000 UGM Capital
 Organization: 185000 UGM Capital
 Fund: 40525 UGM SEWAGE OVERSIZE SA

| Acct | Estimated Appropriation | M-T-D Revenues | Y-T-D Revenues | Transfer | Total Revenues | Balance Anticipated | Used | % | Projection 1 | Projection 2 |
|--|-----------------------------|-------------------|-------------------|----------|-------------------|------------------------|------|------|--------------|--------------|
| 34854 | UGM Developer Contributions | | | | | | | | | |
| | 0.00 | 0.00 | 29,000.00 | 0.00 | 29,000.00 | -29,000.00 | | 0.00 | 29,000.00 | 29,000.00 |
| 36101 | Interest | | | | | | | | | |
| | 0.00 | 0.00 | 12.69 | 0.00 | 12.69 | -12.69 | 0.00 | | 12.69 | |
| Tot Fund: 40525 UMG SEWAGE OVERSIZE SA | | | | | | | | | | |
| | 0.00 | 0.00 | 29,012.69 | 0.00 | 29,012.69 | -29,012.69 | | | 29,012.69 | 29,012.69 |
| Tot Org: 185000 UMG Capital | | | | | | | | | | |
| | 0.00 | 0.00 | 29,012.69 | 0.00 | 29,012.69 | -29,012.69 | | | 29,012.69 | 29,012.69 |

PeopleSoft
Journal Activity

Report ID: ZGLS0070

Page No.1

Fund: 50103 - Finance ISF

Run Date 07/01/1999

Department: 50 - Administrative Services Dept

Run Time 13:44:44

Dept ID (org) : 501501 - Accounting

Period 1 thru 12 of Fiscal Year 1999

| <u>Account</u> | <u>Date</u> | <u>Src</u> | <u>Journal ID</u> | <u>Journal Ln Nbr</u> | <u>Jrnl Hdr Descrip</u> | <u>Line Ref #</u> | <u>Scenario / Project ID</u> | <u>Budget Jrnl Amount</u> | <u>Actuals Jrnl Amount</u> | <u>Encumb Jrnl Amount</u> | <u>Balance</u> |
|------------------------------|-------------------|------------|-------------------|--------------------------------|--------------------------------|-------------------|------------------------------|---------------------------|----------------------------|---------------------------|----------------|
| 36101 | - Interest | | | | Accooount Type: Revenue | | | | | | |
| 36101 | OPENING BALANCE | | | | | | | 0.00 | | | |
| 36101 | 01/06/99 | | ALO | IN00000000 | 48 Daily interest calculations | | | | 0.02 | | |
| =Account Totals= | | | | | | | | 0.00 | 0.02 | 0.00 | -0.02 |
| <hr/> | | | | | | | | | | | |
| 56107 | - Office Supplies | | | | Account Type: Expend | | | | | | |
| 56107 | OPENING BALANCE | | | | | | | 0.00 | | | |
| | 12/07/98 | | AP | AP00000186 13 | AP Accrual of Expenditures | | | | | | |
| | Vendor : | | | 0000000001 - COMP MANIA-001 | Voucher : 00000101 Ln: 1 Amt: | | | 161.88 | | | |
| | | | | Check: 0000000023 Status: Paid | on 12/07/1998 for Amt: 161.88 | | | | 161.88 | | |
| =Account Totals= | | | | | | | | 0.00 | 161.88 | 0.00 | -161.88 |
| <hr/> | | | | | | | | | | | |
| = = Div/Sect (Org) Total = = | | | | | | | | 0.00 | 161.90 | 0.00 | -161.90 |

Chartfields

CHART FIELDS

| OLD (FAMIS) | | NEW (PEOPLESOFT) |
|-----------------------|---|--------------------|
| FUND/SUB-FUND/PROJECT | > | FUND |
| DEPT./DIV./SECTION | > | ORG (ORGANIZATION) |
| INDEX | > | FUND/ORG |
| SUBOBJECT | > | ACCOUNT |
| INDEX/SUBOBJECT | > | FUND/ORG/ACCOUNT |